Voyager® with Unicode™ Reporter User's Guide

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About This Document

Purpose

This document provides information regarding Voyager's® Reporter module and Voyager's Prepackaged Access Reports.

The Reporter module allows users to produce standard reports and notices, such as overdue notices or circulation reports. Reporter works in conjunction with server batch jobs and Microsoft® Access to produce these reports and notices.

Voyager's Prepackaged Access Reports are additional statistical reports. They are Access reports and are not created using the Reporter module.

Intended Audience

This document is intended for Voyager customers who want to use the Reporter module and/or the Prepackaged Access Reports.

Reason for Reissue

The following changes in the functionality of the Reporter module are discussed in this User's Guide.

- UTF-8 encoded database columns are converted to the Latin-1 format before being exported to a SIF file. Therefore, there are no changes to any of the SIFs and the display of data in reports and notices is in Latin-1.
- Prepackaged access reports changes
  - A function to convert UTF-8 data into UTF-16 data is included in the various queries.
  - When creating or modifying queries the user must include a function to UTF-8 to UTF-16 for display in Microsoft Access.
- Added brief instructions on how to change the ODBC Timeout value.
- Instructions on how to configure the `voyager.ini` file to enable e-mailing notices is included.
- The database instance name has been changed to VGER. The old name, LIBR must be deleted, see Procedure 1-5, Removing the LIBR Oracle Service Name. The new name must be added, see Procedure 1-6, Adding your VGER Oracle Service Name, Procedure 1-10, Configuring ODBC Control Panel Settings, and Procedure 1-11, Configuring the database links in Access.
- The naming convention for the username has changed. See The naming convention for the username is: ro_xxxdb, where xxxdb is the database name. The password is not standard and is provided by EISI at the time of the upgrade.
- To use the Prepackaged Access Reports users need to install the Oracle9i client and configure the Microsoft ODBC for Oracle driver. See Oracle client/SQL*Net and Configuring the Microsoft ODBC for Oracle Driver.
- For correct display users must update the character set for Oracle®. See Updating the Character Set for Oracle.
- Added Table 2-7 to the Circulation batch job section, Circjob 24, Transaction Exceptions, describing the exception types.

How to Use This Document

This document consists of the following chapters:

Chapter 1 "Getting Started." This chapter describes how to install and configure Voyager's Reporter Module and Voyager's Prepackaged Access Reports.

Chapter 2	"Generating Input Files to Create Reports and Notices." This chapter provides information on how the Reporter module works and instructions on how to generate the input file to be used by the Reporter module to the produce reports and notices necessary for the functioning of your library.
Chapter 3	"Session Preferences in the Reporter Module." This chapter covers how to set up preferences in Reporter.
Chapter 4	"Using Reporter." This chapter provides instructions on how to use Reporter.
Chapter 5	"Editing the Format of Reports and Notices." This chapter provides instructions on how to edit the format of reports and notices.
Chapter 6	"Common Reporter Errors." This chapter covers common errors experienced in the Reporter module and their resolutions.
Chapter 7	"Prepackaged Access Reports." This chapter provides a list of these reports.
Appendix A	"Reports and Notices." This appendix contains samples of the reports and notices.
Index	The Index is an alphabetical, detailed cross-reference of topics about which this document contains information.

Conventions Used in This Document

The following conventions are used throughout this document:

- Names of commands, variables, stanzas, files, and paths (such as `/dev/tmp`), as well as selectors and typed user input, are displayed in `constant width` type.
- Commands or other keyboard input that must be typed exactly as presented are displayed in **`constant width bold`** type.
- Commands or other keyboard input that must be supplied by the user are displayed in ***`constant width bold italic`*** type.
- System-generated responses such as error messages are displayed in `constant width` type.
- Variable *portions* of system-generated responses are displayed in *`constant width italic`* type.
- Keyboard commands (such as **Ctrl** and **Enter**) are displayed in **bold**.
- Required keyboard input such as "Enter **`vi`**" is displayed in **`constant width bold`** type.

- Place holders for variable portions of user-defined input such as **`ls -l`** ***`filename`*** are displayed in ***`italicized constant width bold`*** type.
- The names of menus or status display pages and required selections from menus or status display pages such as “From the **Applications** drop-down menu, select **System**,” are displayed in **bold** type.
- Object names on a window’s interface, such as the **Description** field, the **OK** button, and the **Metadata** tab, are displayed in **bold** type.
- The titles of documents such as *ENCompass Web Client User’s Guide* are displayed in *italic* type.
- Caution, warning, and important notices are displayed with a distinctive label such as the following:

NOTE:
Extra information pertinent to the topic.

IMPORTANT:
Information you should consider before making a decision or configuration.

CAUTION:
Information you must consider before making a decision, due to potential loss of data or system malfunction involved.

TIP:
Helpful hints you might want to consider before making a decision.

RECOMMENDED:
Preferred course of action.

OPTIONAL:
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Getting Started

1

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Contents

Getting Started

1

Introduction

This chapter describes how to install and/or configure Voyager's Reporter Module and Voyager's Prepackaged Access Reports.

The Reporter module allows users to produce standard reports and notices, such as overdue notices or acquisitions reports. Reporter works in conjunction with Microsoft Access to produce these reports and notices.

Voyager's Prepackaged Access Reports are additional statistical reports. They are Access reports and are not created using the Reporter module.

This chapter contains two sections. The first provides

- Directions for setting up the Reporter module on user's computers
- Additional configurations needed to use Reporter after its installation at the first log in.
    - Setting the path to Access
    - Selecting a processing location
    - Editing the `voyager.ini` file on user's computers and completing the **E-mail** tab in Reporter's preferences, if sending notices by e-mail.

The second section provides instructions for setting up Voyager's Prepackaged Access Reports including

- Installing the Oracle 9i client
- Configuring the Microsoft ODBC for Oracle® drivers on user's computers
- Setting the ODBC Timeout value to zero
- Configuring the database links
- Changing the Oracle service name from LIBR to VGER

Prerequisite Skills and Knowledge

To use this document effectively, you'll need knowledge of the following:

- Basic Microsoft® Interface navigation
- Basic UNIX® commands and navigation
- Familiarity with Microsoft Windows and Microsoft Access

Before You Begin

Before you can use Reporter or the Prepackaged Access reports, you must have the following items installed and configured on the user's computers:

- Microsoft Windows® 2000 Professional (5.00.2195) or Windows® XP Service Pack 1, version 5.1 (Build 2600.xpclient.01087-1148)
- Microsoft Access 2000 (Service Release 1) or MSAccess 2002

Setting Up the Reporter Module

Voyager's Reporter module produces reports and notices. Reporter acts as a coordinator between server input files which contain the raw data of the report or notice, and the printed copy (or e-mail) of the report or notice, which is produced using Access.

- In order to use the Reporter module you must have the Reporter module installed on the user's computers
- If you want to send notices using e-mail, you must configure the `[E-Mail]` stanza of the `voyager.ini` file on the user's computer.

Once installed, when first logging in to the module, the user must configure the following to enable the use of Reporter

- Set the path to MSAccess because the reports and notices use `.mdb` files.
- Set the path to the Access databases (should occur during the installation process, may not be necessary).
- Set the path for Notice and Reports archives (should occur during the installation process, may not be necessary).
- Select a processing location (print location) that enables Reporter to find the correct input file.
- Complete the **E-mail** tab in Reporter's preferences (if sending notices by e-mail).

Installing the Reporter Module

The Reporter module is typically located in the `/m1/voyager/clients` directory on your server. The client file is named: `VoyagerInstall.exe`.

Typically the client file needs to be downloaded from the server to the user's computer, using File Transfer Protocol (FTP) and then the executable file should be run to install the clients. Complete instructions on using FTP and installing the clients can be found in the *Voyager Technical User's Guide*.

NOTE:
Your system administrator may distribute the clients in a different manner.

Configuring the voyager.ini file

The Reporter module does not require an e-mail client to be installed on the user's computers, instead outgoing e-mails are sent directly through your SMTP e-mail server.

In order to enable e-mail, an `[E-mail]` stanza must be added to the `voyager.ini` file on the user's computer and it must be configured. Also, the **E-mail** tab in Reporter's **Preferences** dialog box must be completed. See Completing the E-mail tab on page 1-11.

This stanza configures the connection to the e-mail server. Figure 1-1 provides an example of this stanza.

```
[E-MAIL]
Server=255.255.255.255
Port=25
```

Figure 1-1. Example of the E-mail stanza in the voyager.ini file

This stanza must be added and configured (as well as the **Patron Rules** dialog box and the **Miscellaneous** work space in the System Administration module) before notices produced by Reporter can be sent using e-mail. However, you can still use Reporter to print reports and notices.

Table 1-1 describes the keys in the `[E-mail]` stanza of the `voyager.ini` file.

Table 1-1. Description of the keys in the E-mail stanza of the voyager.ini file

Key Name	Description	Required	Range
Server	This is the e-mail server's address.	Yes, if the site wants to send notices using e-mail.	Valid IP address.
Port	This is the e-mail server's port.	Yes, if the site wants to send notices using e-mail.	Numeric characters. Set the default at port 25.

NOTE:
If the SMTP e-mail server requires authentication, e-mailing notices will not work correctly.

Procedure 1-1. Configuring the [E-mail] stanza in the voyager.ini file

Use the following to configure the `[E-mail]` stanza found in the `voyager.ini` file on the user's computer.

1. Open the `voyager.ini` file. This file is typically found in the `c:\voyager` directory, unless you have placed it elsewhere.

2. Add a stanza named [E-mail] to the end of this file.

3. Add a `Server=` key and enter the e-mail server address in the `Server=` key.

4. Add a `Port=` key and enter the e-mail server port at the `Port=` key. Port 25 is often used (see Figure 1-2).

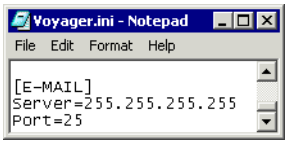

Figure 1-2. Example of E-mail stanza

5. Save the changes to the `voyager.ini` file.

   Result: The `[E-mail]` stanza has been added and configured.

   For additional information regarding other stanzas in the `voyager.ini` file on the user's computer see the *Voyager Technical User's Guide*.

Messages received if the voyager.ini file is not configured

When the user logs in to Reporter, the system attempts to connect with the e-mail server. If it cannot connect, a message describing the problem displays.

If the `[E-mail]` stanza is has not been configured, the operator receives a message indicating that server information is missing (see Figure 1-3).

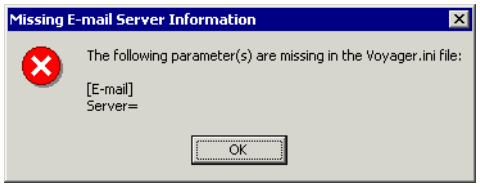

Figure 1-3. Missing E-mail server information message

NOTE:
The default configuration is a blank `Server=` key and `Port=`**25**.

After clicking **OK** to this message the system provides an additional message alerting the operator that all notices will be printed (see Figure 1-4).

Figure 1-4. No E-mail notices message

The operator can click **OK** and continue working in the Reporter module, or if e-mail is wanted, the operator must exit Reporter and configure the `[E-mail]` stanza in the `voyager.ini` file.

NOTE:
This message is received at every log in until this condition is resolved. The only way resolve this error is to create a valid `[E-mail]` stanza that points to a real e-mail server.

Message received if e-mail server address is invalid

If the server address in the `[E-mail]` stanza is invalid, the operator receives a message indicating that the system cannot connect (see Figure 1-5).

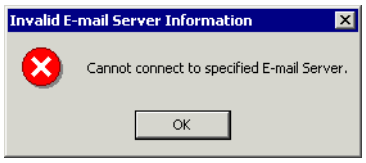

Figure 1-5. Unable to connect to e-mail server message

NOTE:
The inability to connect may be caused by a wrong server IP address or an incorrect Port number.

After clicking **OK** to this message the system provides an additional message alerting the operator that all notices will be printed (see Figure 1-6).

Figure 1-6. No E-mail notices message

The operator can click **OK** and continue working in the Reporter module, or if e-mail is wanted, the operator must exit Reporter and correct the error in the `[E-mail]` stanza in the `voyager.ini` file.

NOTE:
This message is received at every log in until this condition is resolved. The only way resolve this error is to create a valid `[E-mail]` stanza that points to a real e-mail server.

Sites not Using E-mail for notices

Sites where the e-mail options are not turned on in the System Administration module, **System Administration> Circulation> Miscellaneous** and **System Administration> Circulation> Policy Definitions> Patron Rules** dialog box, do not receive these error messages.

Additionally, they do not have to add and configure an `[E-mail]` stanza in the `voyager.ini` file.

First Log in to the Reporter Module

There are additional configurations that need to be set up at the first log in to Reporter before users can run Reporter.

These are

- Set the path to Access
- Set the path to the Access databases (should occur during the installation process, may not be necessary).
- Set the path for Notice and Reports archives (should occur during the installation process, may not be necessary).

- Select a processing location (print location) that enables Reporter to find the correct input file.
- Complete the **E-mail** tab in Reporter's preferences (in order to e-mail notices).

Setting the path to Access

Once Reporter is installed, since it uses Access databases as the formats for reports and notices you must set the path to Access if is it other than `c:\Program Files\Microsoft Office\Office`.

Setting the path occurs the first time the operator logs in, it specifies the path in the Windows registry and will not need to be done again unless Access is moved.

Procedure 1-2. Setting the path to Access

Use the following to set the path to Access in the Windows registry.

1. Log in to the Reporter module, **enter** your operator ID and password, in the **Log in** dialog box and click **OK** (see Figure 1-7).

NOTE:
Remember the operator ID and the password are case sensitive. Your system administrator defined this security information in the System Administration module. If you do not enter your operator ID and password correctly after three attempts, Voyager will close the Reporter module.

IMPORTANT:
Reporter will accept combinations of Operator IDs and passwords that are valid for any module, as listed in the System Administration module. This means that in order to limit access to the Reporter module, you should only install Reporter on the computers that will be running reports and notices.

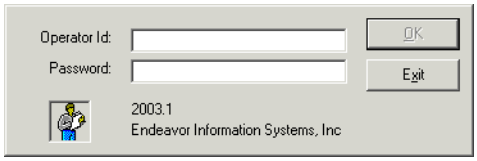

Figure 1-7. Reporter's Log in dialog box

Result: You are logged in to the Reporter module and the **Select Directory for msaccess.exe** dialog box opens (see Figure 1-8).

2. At the **Select Directory containing msaccess.exe** dialog box, navigate to the correct drive and directory where Access is installed on that computer and highlight it (see Figure 1-8). Notice that the **OK** button is disabled until the correct path has been selected, then click **OK** to select it.

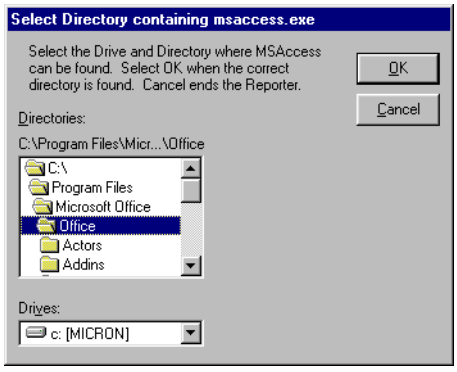

Figure 1-8. Select Directory containing MSAccess dialog box

Result: This sets the path to Access. It is now specified in the Windows registry.

If it is necessary to set the path to the Access databases, or the path to the Notices and Report archive the system will prompt the operator through the appropriate steps to make these configurations.

Selecting the Processing Location (Print Location)

The Reporter module uses the processing location to determine which input file it should process.

Input files reside on your Voyager server, their filenames contain a print location code. Print locations must already be established in the System Administration module including a name and code.

In Reporter users select a processing location (print location). This print location has a corresponding print location code. Reporter finds the input filename on the sever that matches this code. For a complete discussion on Print Locations see the *Voyager System Administration User's Guide*.

Operators choose from the various processing locations available to them at the first log in to the Reporter module. The **Global** tab in the **Preferences** dialog box opens and the location is defined. Once selected the processing location preference is stored in the user's Window's registry.

For more information on the **Processing Location** field and the **Global** tab preferences see Global Preferences on page 3-2.

IMPORTANT:
This allows changing the processing locations to occur very simply. If reports or notices are not printing, you may want to check that the processing location was not changed.

Procedure 1-3. Selecting the Processing Location (Print Location)

Use the following to select the processing location.

1. At first log in to the Reporter module, the **Preference** dialog box opens (see Figure 1-9).

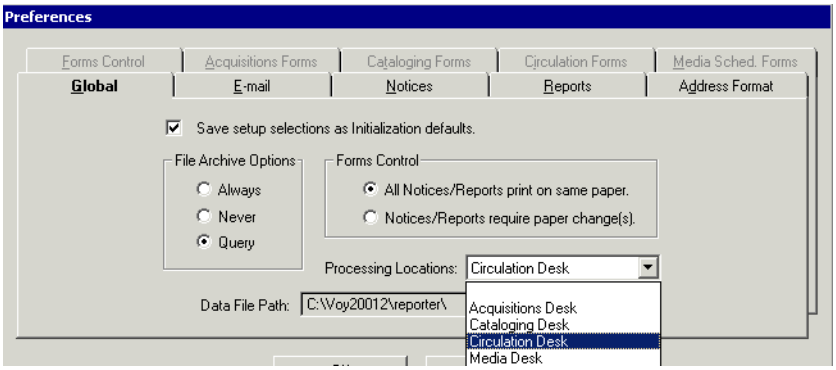

Figure 1-9. Preference dialog box

2. In the **Processing Location** field, on the **Global** tab, select the appropriate location from the drop down menu and click **OK**.

   Result: The processing location has been selected.

Completing the E-mail tab

If your site wants to send notices using e-mail, the **E-mail** tab in Reporter's **Preferences** dialog box must be completed.

At first log in, if the `voyager.ini` file has already been configured, operators receive a message stating the E-mail Reply-To Address must be specified (see Figure 1-10).

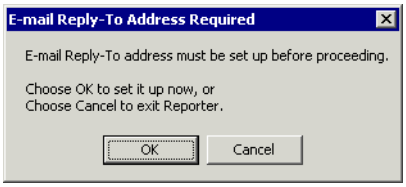
E-mail Reply-To Address Required
E-mail Reply-To address must be set up before proceeding.
Choose OK to set it up now, or
Choose Cancel to exit Reporter.
OK
Cancel

Figure 1-10. Message to specified E-mail Reply-To address

If the operator chooses **OK**, the **E-mail** tab of the **Preferences** dialog box opens (see Figure 1-11). If the operator chooses **Cancel**, they exit Reporter.

NOTE:
The **E-mail** tab does need to be completed at the first log in if the `voyager.ini` file is configured.

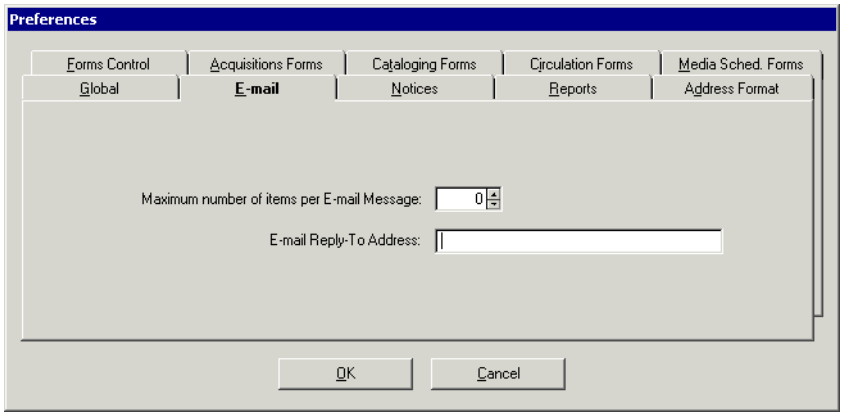

Figure 1-11. E-mail tab

Table 1-2 describes **E-mail** tab.

Table 1-2. Description of the E-mail tab

Name	Description	Required	Range
Maximum number of items per E-mail message	This allows you to select how many items will be included in an e-mail message. Selecting zero includes all items for a given patron in one e-mail message. **NOTE:** System Administrators often limit the size of an e-mail message that can be delivered. Any e-mail message exceeding this size will not arrive at its destination, but will be discarded by the server. Therefore you may want to change the default from zero to, for example, ten.	Yes	0-1000. The default is 0.

Table 1-2. Description of the E-mail tab

Name	Description	Required	Range
E-mail Reply-To Address	The address to which replies will be sent. If this is the address of the local machine users will get notification of e-mail messages that fail.	Yes, to send notices by e-mail.	E-mail address. The default is blank, meaning notices will be printed.

Once completed, the e-mail information is stored in the user's Window's registry.

Procedure 1-4. Completing the E-mail tab in Reporter's Preferences

Use the following to complete the **E-mail** tab at first log in.

1. When the operator is prompted to set up the **E-mail Reply-To Address** field (Figure 1-12) click the **OK** button.

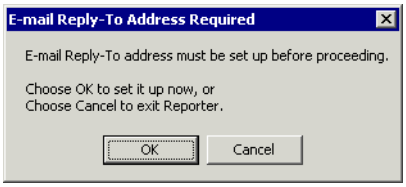
E-mail Reply-To Address Required
E-mail Reply-To address must be set up before proceeding.
Choose OK to set it up now, or
Choose Cancel to exit Reporter.
OK
Cancel

Figure 1-12. Message to set up E-mail Reply-To address

Result: The **E-mail** tab opens (see Figure 1-13).

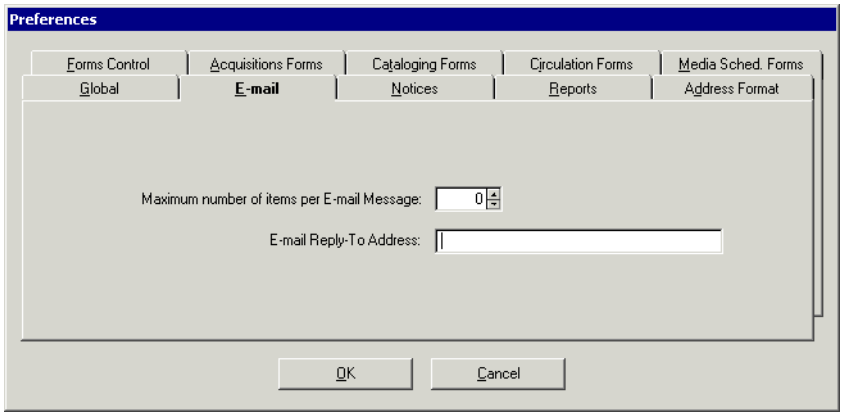

Figure 1-13. E-mail tab

2. Enter the Maximum Number of items per E-mail message in the corresponding field.

3. Enter an e-mail address in the **E-mail Reply-To Address** field (see Figure 1-14).

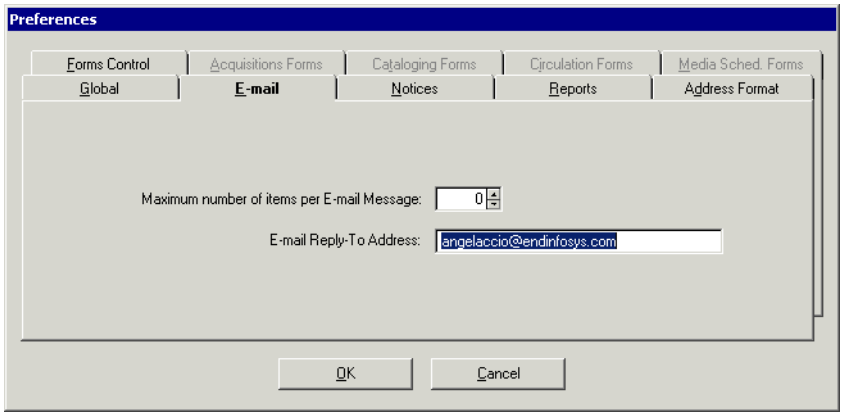

Figure 1-14. Completed E-mail tab

4. Click the **OK** button, or click **Cancel** to return to Reporter.

   Result: After clicking the **OK** button, the system sends a test message to the E-mail Reply-To Address specified.

If the test was successful the message in Figure 1-15 displays.

E-mail Address Test
Reporter has sent an e-mail to the Reply-To address specified:
angelaccio@endinfosys.com
in order to make sure it is a valid address.
Please check this e-mail account to be sure you received it before proceeding, to be certain you will be notified of any e-mail delivery failures.
OK

Figure 1-15. E-mail Address Test message

The test message that is received by the e-mail account is shown in Figure 1-16.

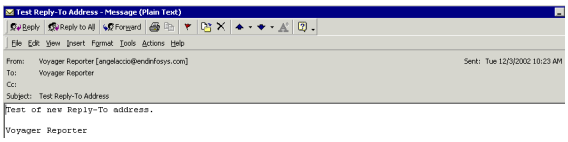

Figure 1-16. Example of the test message

IMPORTANT:
There is no way to prevent the user from entering an E-mail Reply-To address which is incorrect, but nonetheless, a valid address. Therefore, operators should check to be sure they received the test e-mail as this may be their only indication of a problem.

If the test message fails the operator is alerted by the message in Figure 1-17.

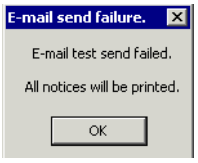

Figure 1-17. E-mail send failure message

If a reason can be determined, the operator may see the message displayed in Figure 1-18.

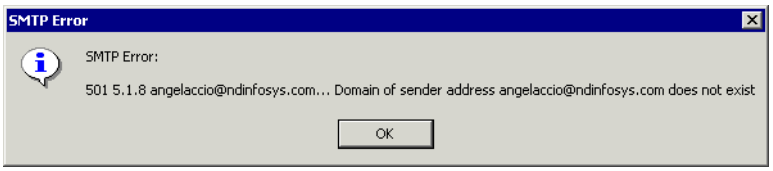
SMTP Error
SMTP Error:
501 5.1.8 angelaccio@ndinfosys.com... Domain of sender address angelaccio@ndinfosys.com does not exist
OK

Figure 1-18. E-mail test message failed due to bad e-mail address

Then clicking on the **OK** buttons returns to Reporter.

IMPORTANT:
*The test e-mail is sent when the **E-mail** tab is first configured or when the E-mail Reply-To address is changed. If the test e-mail message fails, and the user chooses to ignore this, subsequent use of Reporter will not send e-mails. The user will not be notified of this until the end of processing where the message in Figure 1-19 informs them.*

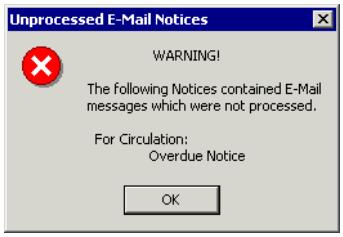

Figure 1-19. Unprocessed E-mail Notices message

Setting Up the Prepackaged Access Reports

To use the Prepackaged Access Reports the following items must be installed and/or configured on the users' computer

- Installed Access Report files (part of the client installation, if selected)
- Installed and configured Oracle9i client/SQL*Net (provided by EISI on a CD)
- Configured Microsoft ODBC for Oracle driver (part of your Microsoft Windows® operating system)
- Configured links to the database

IMPORTANT:
For the Voyager with Unicode™ release, the Oracle database instance (service name) has been changed from LIBR to VGER. Therefore, users need to remove the old Oracle service name, LIBR, and add a new Oracle service name of VGER. See Procedure 1-5, Removing the LIBR Oracle Service Name and Procedure 1-6, Adding your VGER Oracle Service Name.

LIBR and VGER Oracle Database Instance (service name)

For the Voyager with Unicode™ release your Voyager database instance is named, VGER. In past releases it was LIBR. Therefore, you must remove the old LIBR name and then add the VGER name. Adding this name defines where the database resides.

See Procedure 1-5, Removing the LIBR Oracle Service Name and Procedure 1-6, Adding your VGER Oracle Service Name.

Procedure 1-5. Removing the LIBR Oracle Service Name

Use the following to remove the LIBR Oracle Service name.

1. From the Windows **Start** menu, click **Programs> Oracle for Windows NT> Oracle Net8 Easy Config**.
2. Click **Yes** on the **Net8 Assistant Warning** box (if it displays).

Result: The **Oracle Net8 Easy Config** dialog box opens.

3. Select the **Delete** radio button.

4. From the **Existing Services** list, select `LIBR.WORLD` (see Figure 1-20).

Figure 1-20. Oracle Net8 Easy Config dialog box

5. Click the **Next** button.

   Result: A warning message displays asking for confirmation of this deletion (see Figure 1-21).

Figure 1-21. Warning message

6. Click **OK** to continue, click **Cancel** to stop.

7. To complete the deletion click **Finish** (see Figure 1-22).

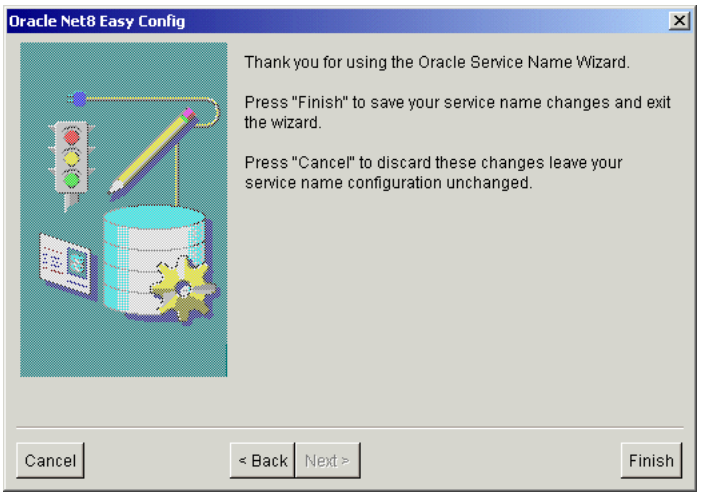
Oracle Net8 Easy Config
Thank you for using the Oracle Service Name Wizard.
Press "Finish" to save your service name changes and exit the wizard.
Press "Cancel" to discard these changes leave your service name configuration unchanged.
Cancel
< Back
Next >
Finish

Figure 1-22. Oracle Net8 Easy Config after confirming deletion

Result: The LIBR service name is deleted.

Procedure 1-6. Adding your VGER Oracle Service Name

Use the following to configure the VGER Oracle Service Name.

1. From the Windows **Start** menu, click **Programs> Oracle for Windows NT> Oracle Net8 Easy Config**.

2. Click **Yes** on the **Net8 Assistant Warning** box (if it displays).

   Result: The **Oracle Net8 Easy Config** dialog box opens (see Figure 1-23).

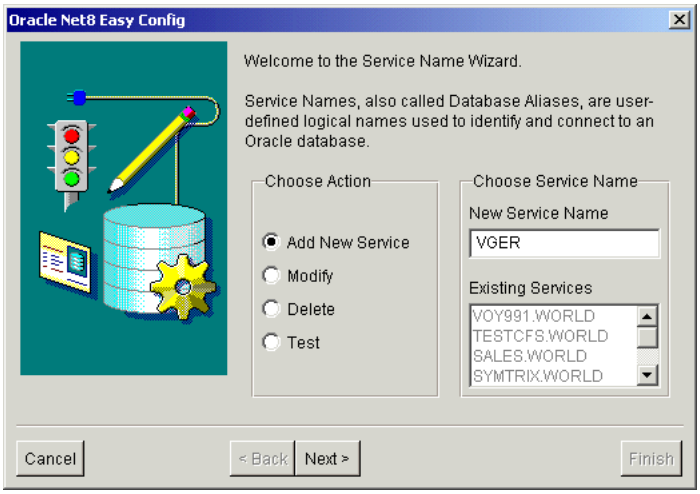

Figure 1-23. Oracle Net 8 Easy Config dialog box

3. At the **Oracle Net 8 Easy Config** dialog box:

   a. Click the radio button beside **Add New Service**.

   b. In the **New Service Name** field Enter `VGER`.

   c. Click the **Next** button at the bottom of the box.

Result: A list box of networking protocol types displays (see Figure 1-24).

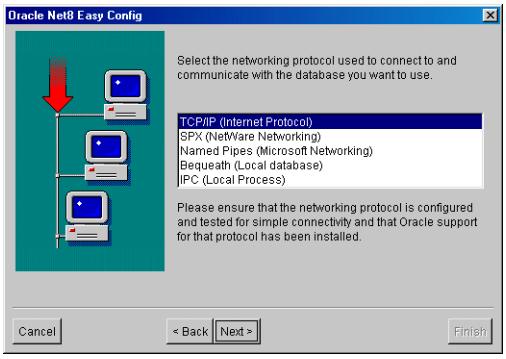
Oracle Net8 Easy Config
Select the networking protocol used to connect to and communicate with the database you want to use.
TCP/IP (Internet Protocol)
SPX (NetWare Networking)
Named Pipes (Microsoft Networking)
Bequeath (Local database)
IPC (Local Process)
Please ensure that the networking protocol is configured and tested for simple connectivity and that Oracle support for that protocol has been installed.
Cancel
< Back
Next >
Finish

Figure 1-24. Networking Protocol list

4. From the **Networking Protocol** list:

    a. Highlight **TCP/IP (Internet Protocol)**.

    b. Click the **Next** button.

    Result: The **TCP/IP protocol** page displays two list box selection fields (see Figure 1-25).

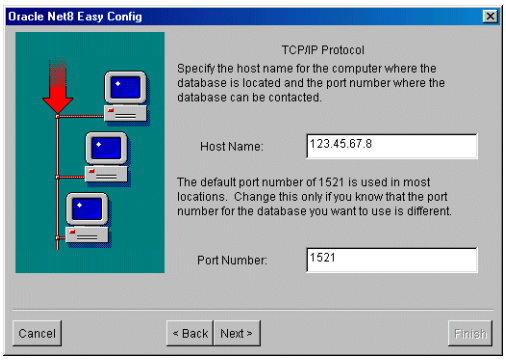
Oracle Net8 Easy Config
TCP/IP Protocol
Specify the host name for the computer where the database is located and the port number where the database can be contacted.
Host Name:
123.45.67.8
The default port number of 1521 is used in most locations. Change this only if you know that the port number for the database you want to use is different.
Port Number:
1521
Cancel
< Back
Next >
Finish

Figure 1-25. TCP/IP Protocol list: Host Name and Port Number

5. On the **TCP/IP Protocol** page:

    a. Enter the IP address of the computer where the Voyager database resides in the **Host Name** field.

    b. Enter `1521` in the **Port Number** field.

    c. Click the **Next** button.

    Result: The **System Identifier** page displays (see Figure 1-26).

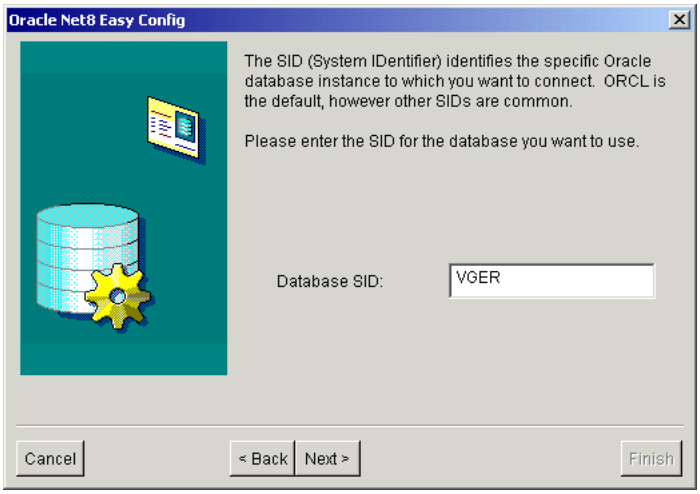
Oracle Net8 Easy Config
The SID (System IDentifier) identifies the specific Oracle database instance to which you want to connect. ORCL is the default, however other SIDs are common.
Please enter the SID for the database you want to use.
Database SID:
VGER
Cancel
< Back
Next >
Finish

Figure 1-26. The System Identifier page

6. On the **System Identifier** page:

    a. Enter **VGER** in the **Database SID** field.

    b. Click the **Next** button.

Result: The **Test Service** page displays (see Figure 1-27).

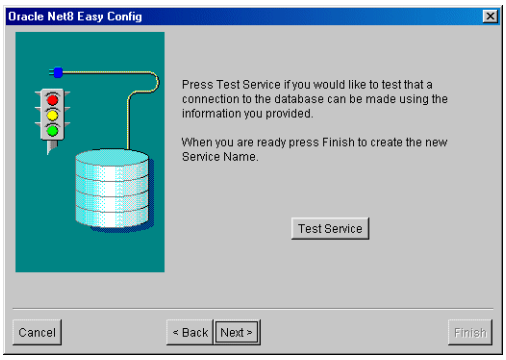
Oracle Net8 Easy Config
Press Test Service if you would like to test that a connection to the database can be made using the information you provided.
When you are ready press Finish to create the new Service Name.
Test Service
Cancel
< Back
Next >
Finish

Figure 1-27. Test Service Page

7. Click the **Test Service** button.

   Result: The **Connection Test** dialog box opens (see Figure 1-28).

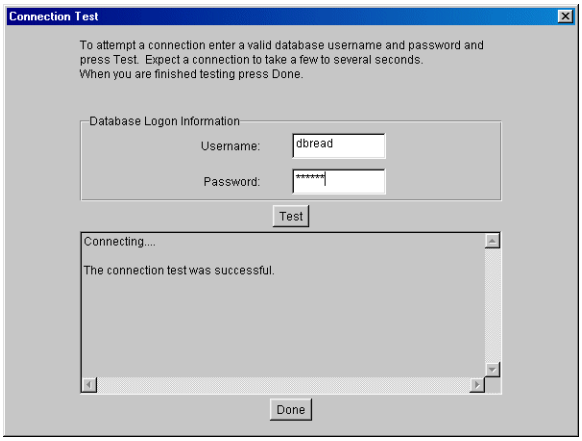
Connection Test
To attempt a connection enter a valid database username and password and press Test. Expect a connection to take a few to several seconds. When you are finished testing press Done.
Database Logon Information
Username:
dbread
Password:
Test
Connecting....
The connection test was successful.
Done

Figure 1-28. Connection Test dialog box

8. In the **Connection Test** dialog box, enter your username, then password, and press the **Test** button to test the connection.

   Result: If the connection succeeds, the message `The connection test was successful` displays. If the connection succeeds, click **Done**.

   If the connection fails, click **Done**, and go back to verify all of the configuration information and repeat the test.

   NOTE:
   The naming convention for the username is: ***ro_xxxdb***, where xxxdb is the database name. The password is not standard and is provided by EISI at the time of the upgrade.

9. Once the test is successful, click **Next**, then **Finish** to save the configuration.

   Result: The Oracle connection is configured.

Access Report .mdb Files

The Access Report `.mdb` files are placed in the appropriate directory when you run `VoyagerInstall.exe` and install Access Reports. Complete instructions on installing the clients can be found in the *Voyager Technical User's Guide*.

Oracle client/SQL*Net

SQL*Net provides the manner of transporting data from the database to your computer. You must have an Oracle client, which includes SQL*Net, for the Prepackaged Access reports to work.

On your PC, if you...	Then ...
Have not used Access Reports	Install and configure the Oracle9i client distributed to your institution on CD-ROM.
Have used Access Reports and you want to upgrade your Oracle client	Uninstall the old Oracle8 client, and Install and configure the Oracle9i client distributed to your institution on CD-ROM.

NOTE:
User's who run Voyager with Unicode™ on an AIX® server do not need to install this client, as their server was not upgraded to Oracle9i.

IMPORTANT:
After installing the Oracle 9i clients, if you have other applications installed on your system that use the Oracle client, you may need to reconfigure those applications to use the new Oracle 9i client.

Procedure 1-7. Uninstalling the Oracle8 client

Use the following to uninstall the old Oracle8 client if you are going to install the new Oracle9i client.

1. From the Start menu, navigate to the Oracle Installer, **Start**> **Programs**> **Oracle for Windows NT**> **Oracle Installer**.

   Result: The **Oracle Installer** dialog box displays (see Figure 1-29).

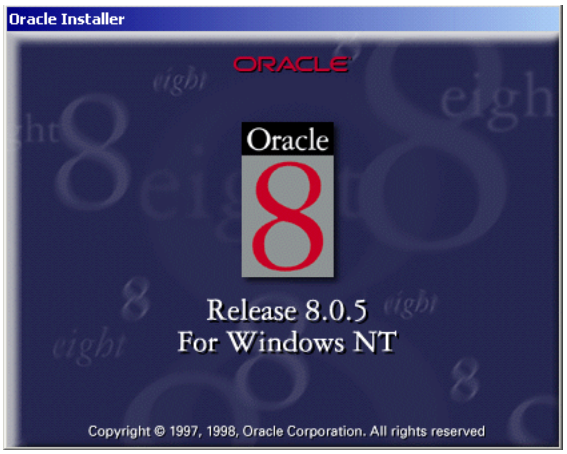

Figure 1-29. Oracle Installer

Then, the **Software Asset Manager** dialog box opens (see Figure 1-30).

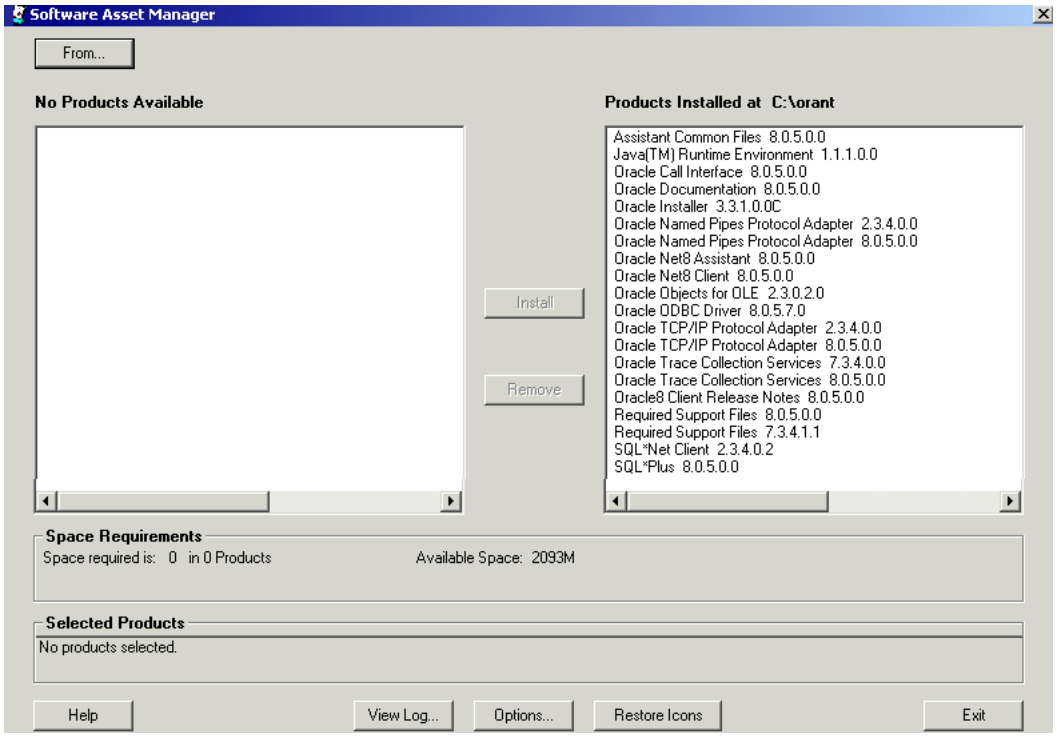

Figure 1-30. Software Asset Manager dialog box

2. Select all of the products listed in the **Products Installed at c:\orant** list box (see Figure 1-31).

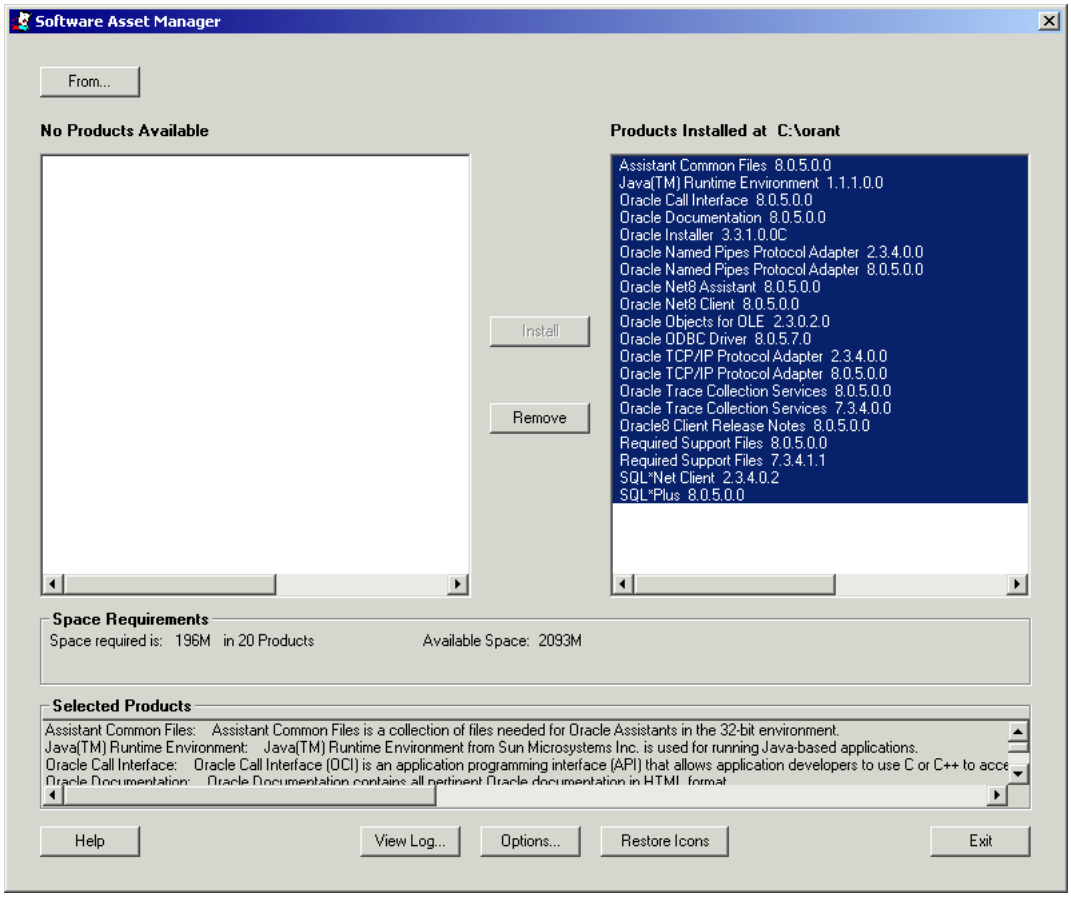
Software Asset Manager
From...
No Products Available
Products Installed at C:\orant
Assistant Common Files 8.0.5.0.0
Java(TM) Runtime Environment 1.1.1.0.0
Oracle Call Interface 8.0.5.0.0
Oracle Documentation 8.0.5.0.0
Oracle Installer 3.3.1.0.0C
Oracle Named Pipes Protocol Adapter 2.3.4.0.0
Oracle Named Pipes Protocol Adapter 8.0.5.0.0
Oracle Net8 Assistant 8.0.5.0.0
Oracle Net8 Client 8.0.5.0.0
Oracle Objects for OLE 2.3.0.2.0
Oracle ODBC Driver 8.0.5.7.0
Oracle TCP/IP Protocol Adapter 2.3.4.0.0
Oracle TCP/IP Protocol Adapter 8.0.5.0.0
Oracle Trace Collection Services 8.0.5.0.0
Oracle Trace Collection Services 7.3.4.0.0
Oracle8 Client Release Notes 8.0.5.0.0
Required Support Files 8.0.5.0.0
Required Support Files 7.3.4.1.1
SQL*Net Client 2.3.4.0.2
SQL*Plus 8.0.5.0.0
Install
Remove
Space Requirements
Space required is: 196M in 20 Products
Available Space: 2093M
Selected Products
Assistant Common Files: Assistant Common Files is a collection of files needed for Oracle Assistants in the 32-bit environment.
Java(TM) Runtime Environment: Java(TM) Runtime Environment from Sun Microsystems Inc. is used for running Java-based applications.
Oracle Call Interface: Oracle Call Interface (OCI) is an application programming interface (API) that allows application developers to use C or C++ to acce
Help
View Log...
Options...
Restore Icons
Exit

Figure 1-31. All products selected to delete

3. Click the **Remove** button.

   Result: A message asking you to confirm the deletion of the products displays (see Figure 1-32).

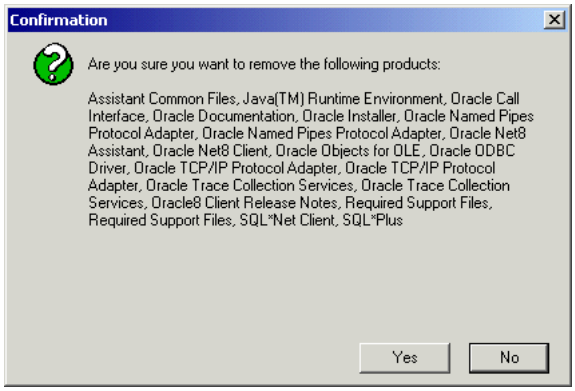
Confirmation
Are you sure you want to remove the following products:
Assistant Common Files, Java(TM) Runtime Environment, Oracle Call Interface, Oracle Documentation, Oracle Installer, Oracle Named Pipes Protocol Adapter, Oracle Named Pipes Protocol Adapter, Oracle Net8 Assistant, Oracle Net8 Client, Oracle Objects for OLE, Oracle ODBC Driver, Oracle TCP/IP Protocol Adapter, Oracle TCP/IP Protocol Adapter, Oracle Trace Collection Services, Oracle Trace Collection Services, Oracle8 Client Release Notes, Required Support Files, Required Support Files, SQL*Net Client, SQL*Plus
Yes
No

Figure 1-32. Confirmation message to delete the Oracle products

4. Click the **Yes** button to delete.

   Result: The deletion of products occurs (see Figure 1-33).

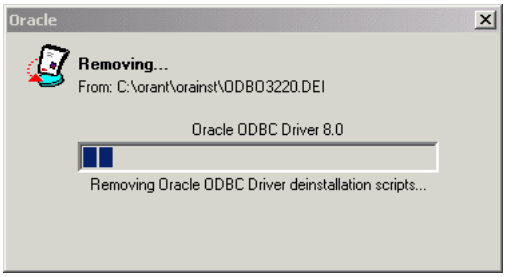

Figure 1-33. Oracle products being deleted

5. When the **Software Asset Manager** dialog box displays, showing no products installed (Figure 1-34), click the **Exit** button

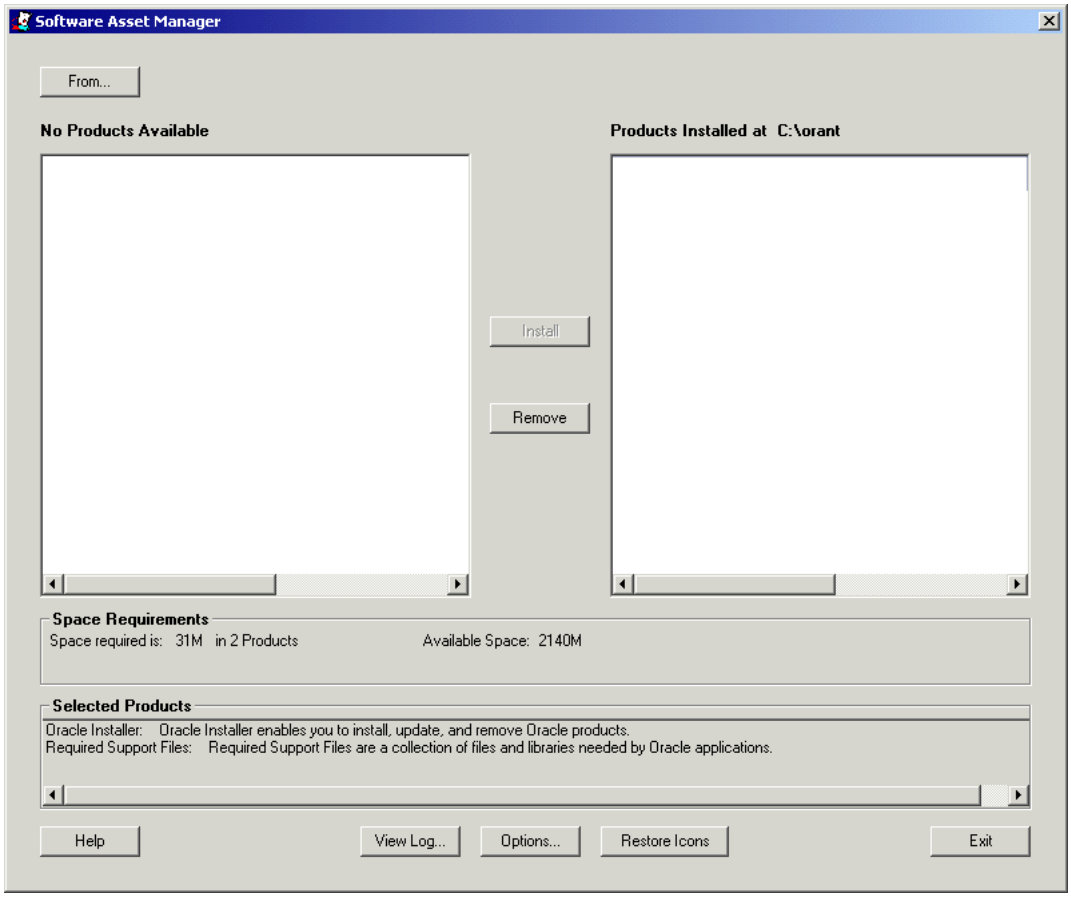

Figure 1-34. Software Asset Manager dialog box showing no products installed

Result: A confirmation message displays before exiting (see Figure 1-35).

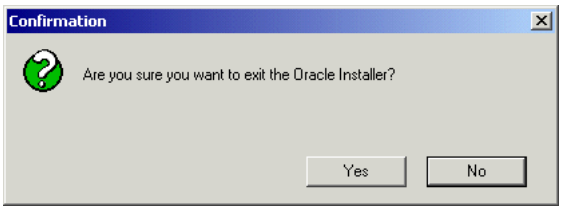

Figure 1-35. Confirmation message seen before exiting Oracle Installer

6. Click **Yes** to exit the Oracle Installer.

   Result: The installer closes and the Oracle8 client is removed from the computer.

Procedure 1-8. Installing the Oracle9i client

Use the following to install the Oracle9i client from the CD-ROM provided by EISI.

IMPORTANT:
You must have Administrator rights on the computer in order to install the Oracle9i client.

1. Place the CD-ROM in your disk drive. It will run automatically.

   Result: The **Oracle9i Server - Autorun** dialog box displays (see Figure 1-36).

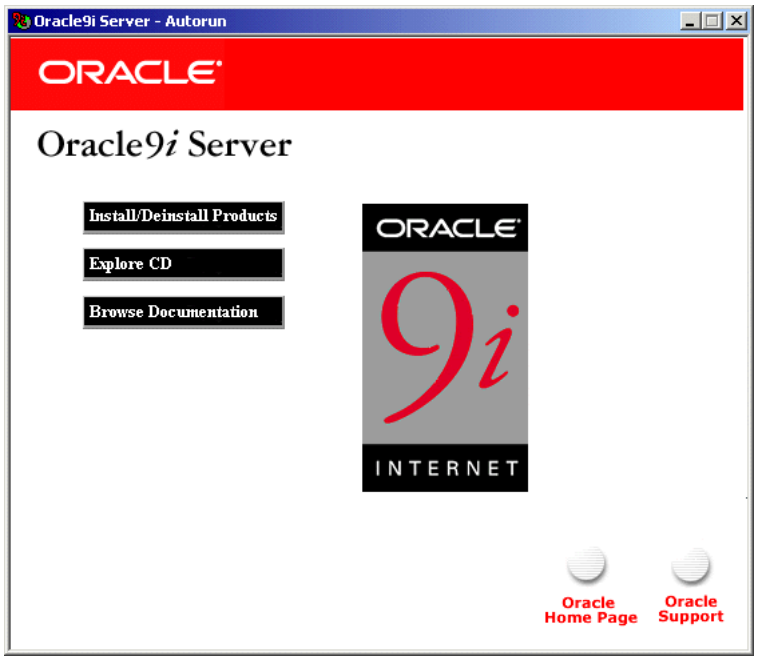

Figure 1-36. Oracle9i Server - Autorun dialog box

2. Click the **Install/Deinstall Products** button.

   Result: The Oracle Universal Installer launches and the **Oracle Universal Installer: Welcome** dialog box displays (see Figure 1-37).

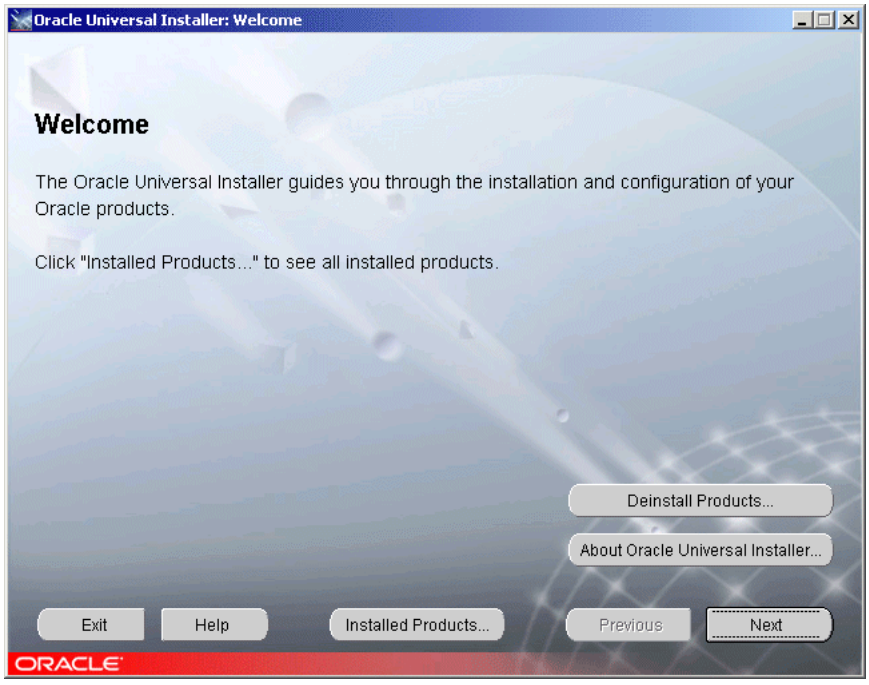

Figure 1-37. Oracle Universal Installer: Welcome dialog box

3. Click the **Next** button.

   Result: The **Oracle Universal Installer: File Locations** dialog box displays (see Figure 1-38).

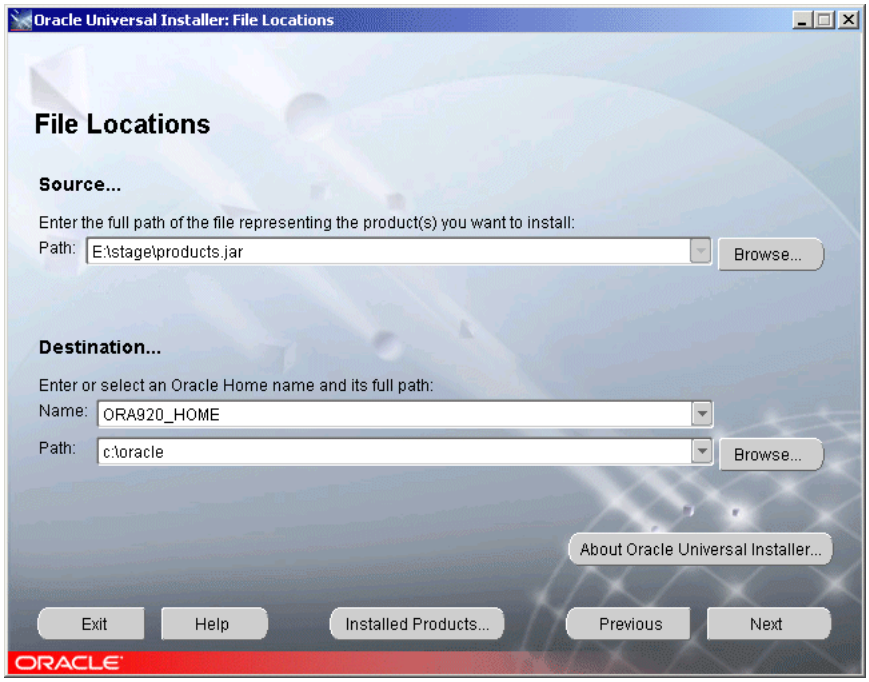

Figure 1-38. Oracle Universal Installer: File Locations dialog box

4. At the **Oracle Universal Installer: File Locations** dialog box:
   a. In the **Name** field, enter `ORA920_HOME`
   b. In the **Path** filed, enter `c:\oracle`
   c. Click the **Next** button

   Result: Oracle products load, then the **Oracle Universal Installer: Available Locations** dialog box displays (see Figure 1-39).

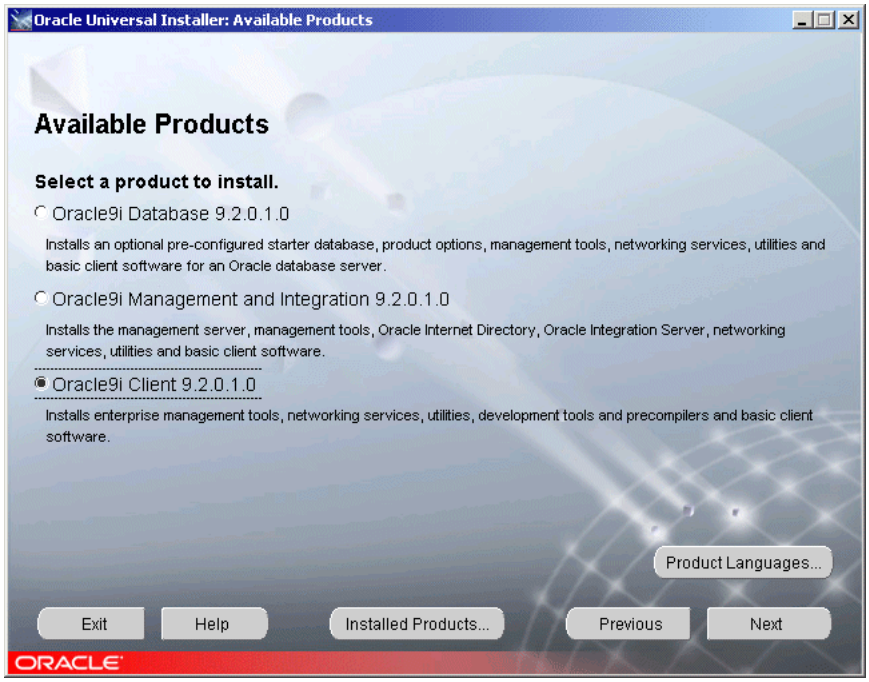
Oracle Universal Installer: Available Products
Available Products
Select a product to install.
Oracle9i Database 9.2.0.1.0
Installs an optional pre-configured starter database, product options, management tools, networking services, utilities and basic client software for an Oracle database server.
Oracle9i Management and Integration 9.2.0.1.0
Installs the management server, management tools, Oracle Internet Directory, Oracle Integration Server, networking services, utilities and basic client software.
Oracle9i Client 9.2.0.1.0
Installs enterprise management tools, networking services, utilities, development tools and precompilers and basic client software.
Product Languages...
Exit
Help
Installed Products...
Previous
Next
ORACLE

Figure 1-39. Oracle Universal Installer: Available Locations dialog box

5. Select **Oracle9i Client 9.2.0.1.0** and click the **Next** button.

   Result: The **Oracle Universal Installer: Installation Types** dialog box displays (see Figure 1-40).

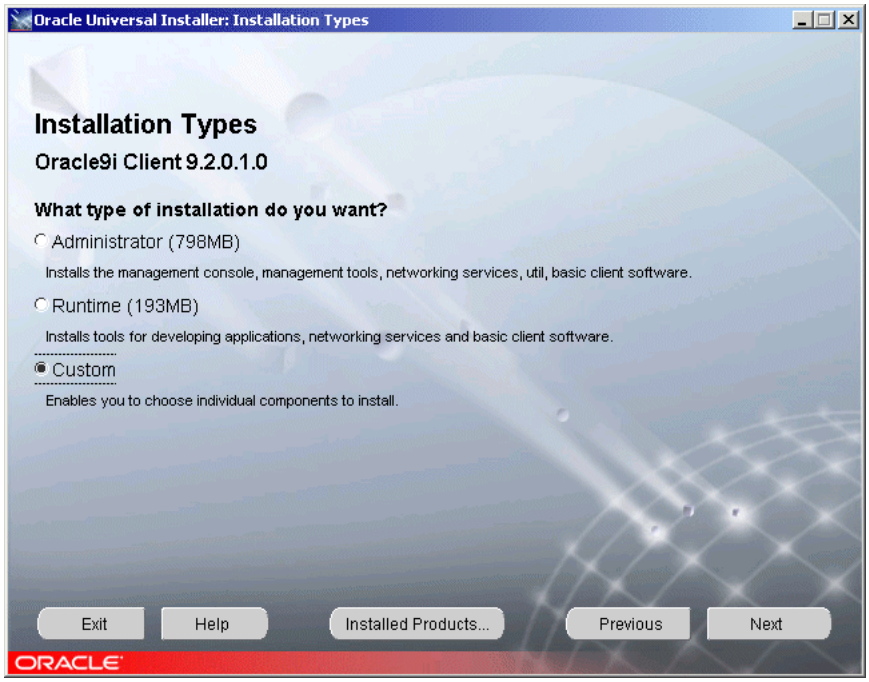

Figure 1-40. Oracle Universal Installer: Installation Types dialog box

6. Select the **Custom** radio button and click the **Next** button.

   Result: The **Oracle Universal Installer: Available Product Components** dialog box displays (see Figure 1-41).

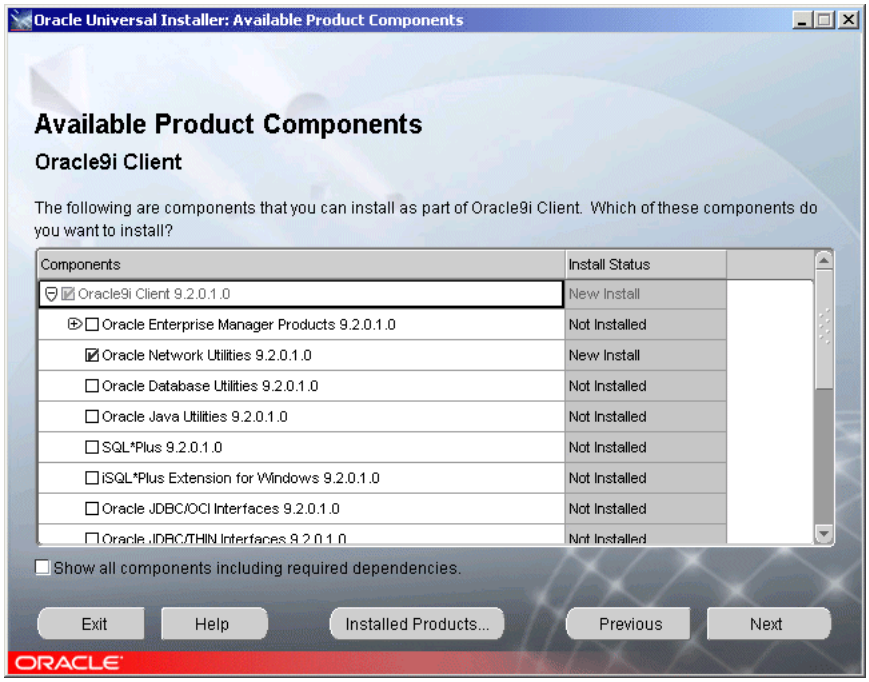

Figure 1-41. Oracle Universal Installer: Available Product Components dialog box

7. Select the following check boxes (you will need to scroll down to access some products)

   - Oracle Network Utilities 9.2.0.1.0 (this includes SQL*Net)
   - Oracle9i Windows Documentation 9.2.0.1.0 (not required)
   - Oracle9i Universal Installer 2.2.0.1.2.0, and click the **Next** button.

   Result: The **Oracle Universal Installer: Component Locations** dialog box displays (see Figure 1-42).

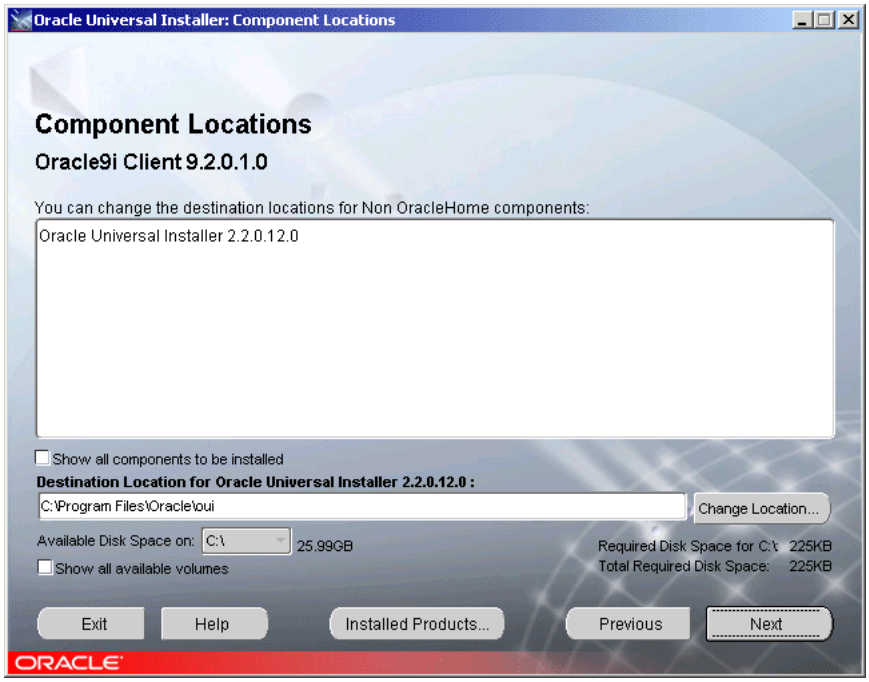

Figure 1-42. Oracle Universal Installer:Component Locations dialog box

8. Click the **Next** button.

   Result: The **Oracle Universal Installer: Summary** dialog box displays (see Figure 1-43).

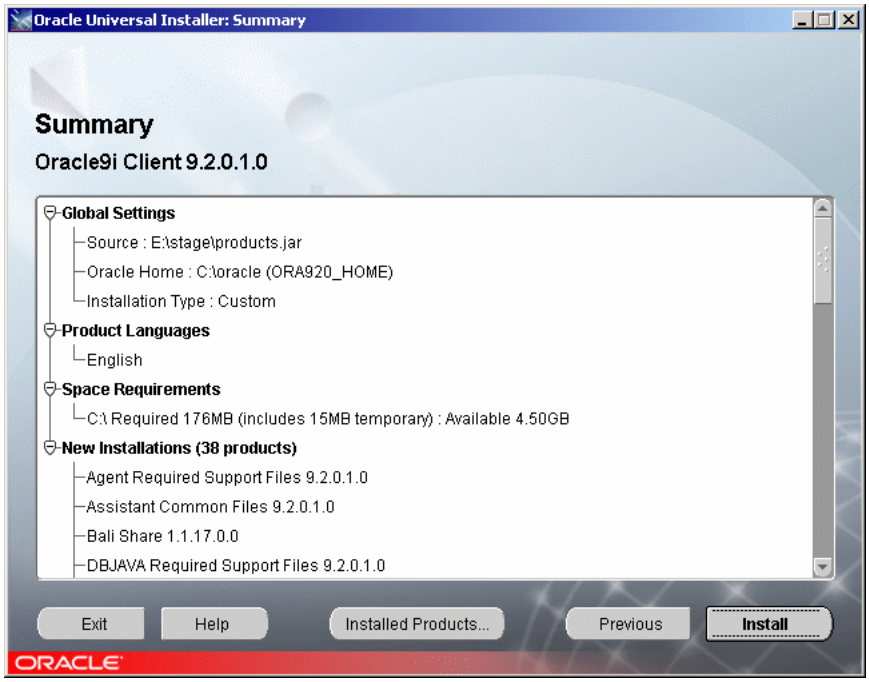

Figure 1-43. Oracle Universal Installer: Summary dialog box

9. Click the **Install** button.

   Result: The **Oracle Universal Installer: Install** dialog box displays and installation occurs (see Figure 1-44).

   NOTE:
   Depending on your system resources, this can take several minutes.

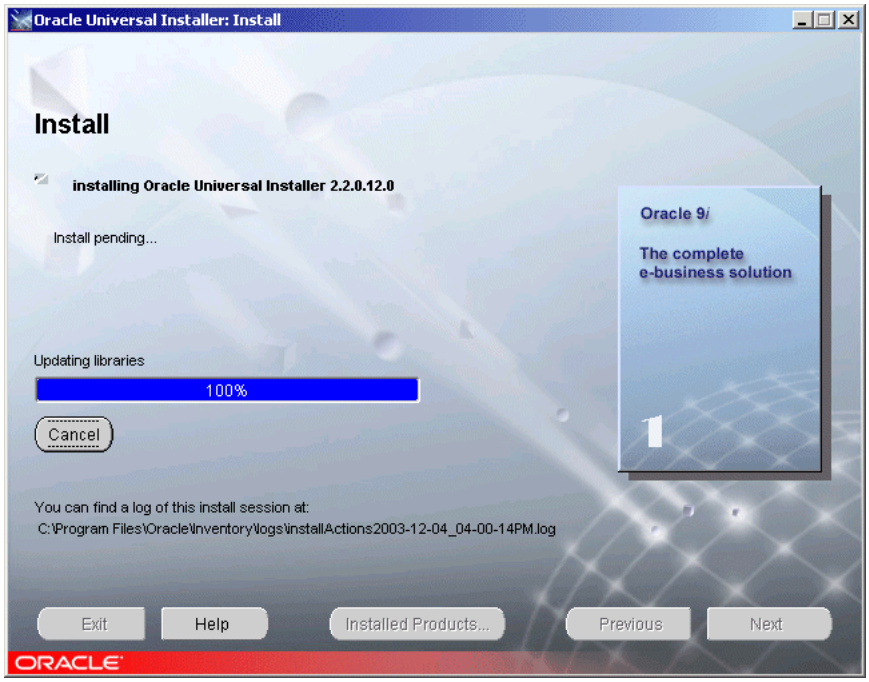

Figure 1-44. Oracle Universal Installer: Install dialog box

When the installation is complete the **Oracle Universal Installer: Configuration Tools** dialog box displays (see Figure 1-45).

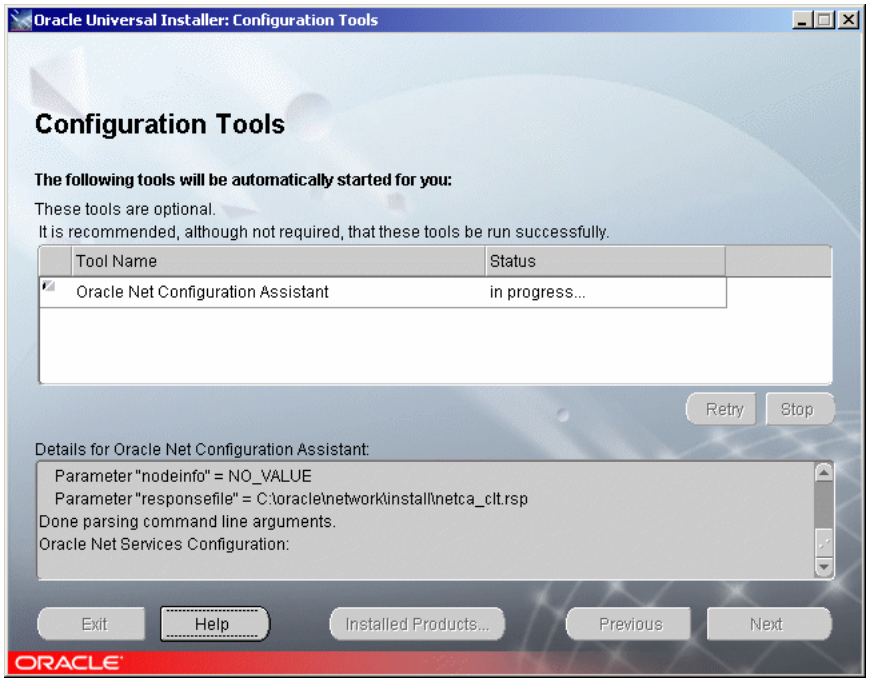

Figure 1-45. Oracle Universal Installer: Configuration Tools dialog box

Following this the Oracle Net Configuration Assistant tool is automatically started and the **Oracle Net Configuration Assistant: Welcome** dialog box displays (see Figure 1-46).

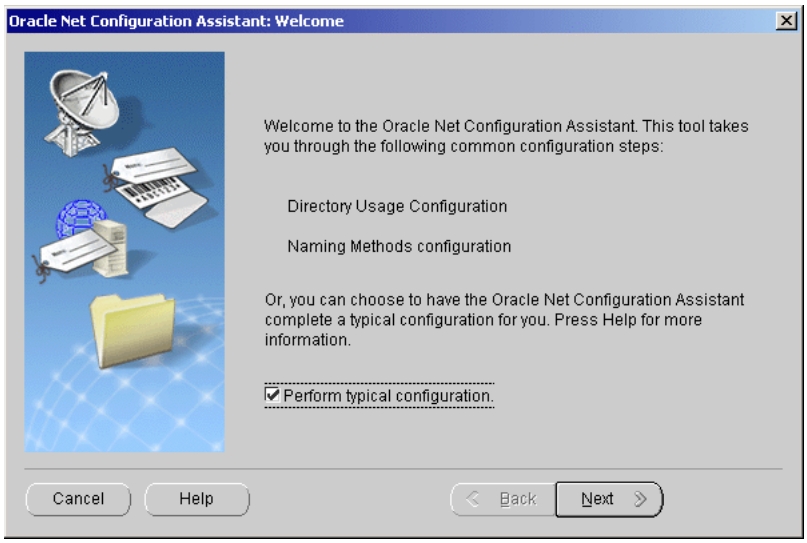
Oracle Net Configuration Assistant: Welcome
Welcome to the Oracle Net Configuration Assistant. This tool takes you through the following common configuration steps:
Directory Usage Configuration
Naming Methods configuration
Or, you can choose to have the Oracle Net Configuration Assistant complete a typical configuration for you. Press Help for more information.
Perform typical configuration.
Cancel
Help
Back
Next

Figure 1-46. Oracle Net Configuration Assistant: Welcome dialog box

10. Check the **Perform typical configuration** check box and click the **Next** button.

    Result: The **Oracle Net Configuration Assistant: Welcome** dialog box: Net Service Names displays (see Figure 1-47).

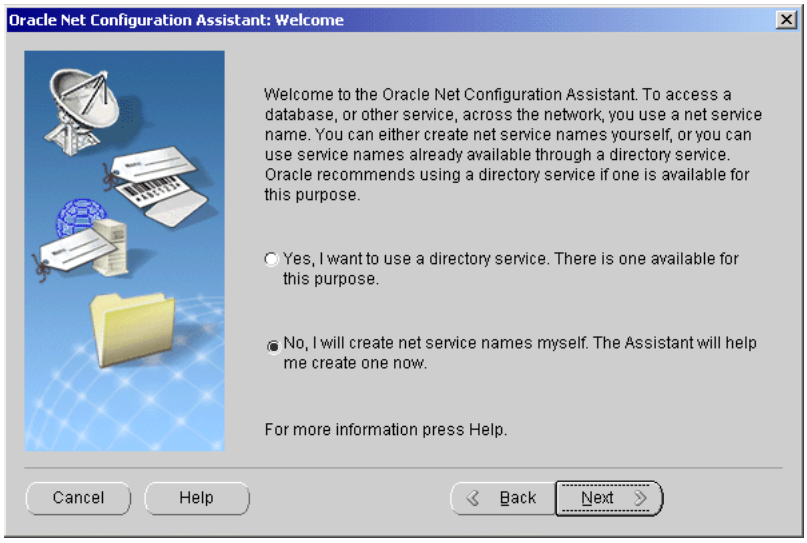
Oracle Net Configuration Assistant: Welcome
Welcome to the Oracle Net Configuration Assistant. To access a database, or other service, across the network, you use a net service name. You can either create net service names yourself, or you can use service names already available through a directory service. Oracle recommends using a directory service if one is available for this purpose.
Yes, I want to use a directory service. There is one available for this purpose.
No, I will create net service names myself. The Assistant will help me create one now.
For more information press Help.
Cancel
Help
Back
Next

Figure 1-47. Oracle Net Configuration Assistant: Welcome dialog box: Net Service Names

11. Select the **No, I will create net service names myself. The Assistant will help me create one now** radio button and click the **Next** button.

    Result: The **Oracle Net Configuration Assistant: Net Service Name Configuration, Database Version** dialog box displays (see Figure 1-48).

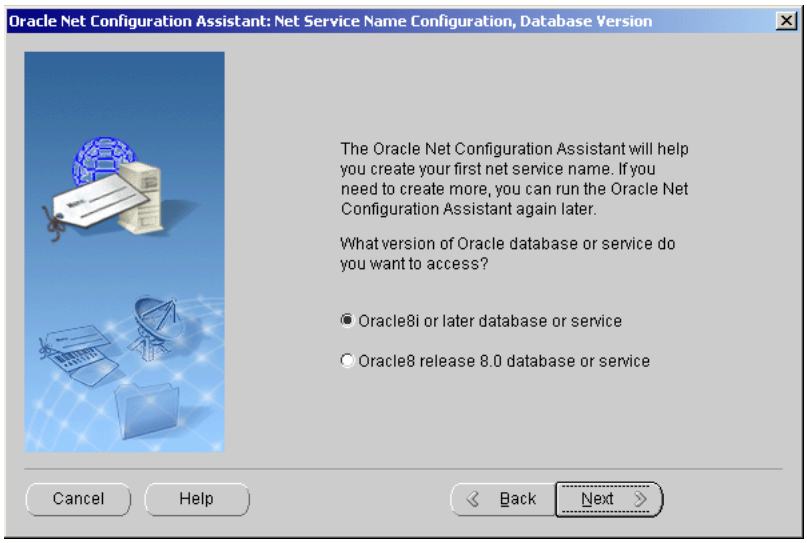
Oracle Net Configuration Assistant: Net Service Name Configuration, Database Version
The Oracle Net Configuration Assistant will help you create your first net service name. If you need to create more, you can run the Oracle Net Configuration Assistant again later.
What version of Oracle database or service do you want to access?
Oracle8i or later database or service
Oracle8 release 8.0 database or service
Cancel
Help
Back
Next

Figure 1-48. Oracle Net Configuration Assistant: Net Service Name Configuration, Database Version dialog box

12. Select the **Oracle8i or later database or service** radio button and click the **Next** button.

    Result: The **Oracle Net Configuration Assistant: Net Service Name Configuration, Service Name** dialog box displays (see Figure 1-49).

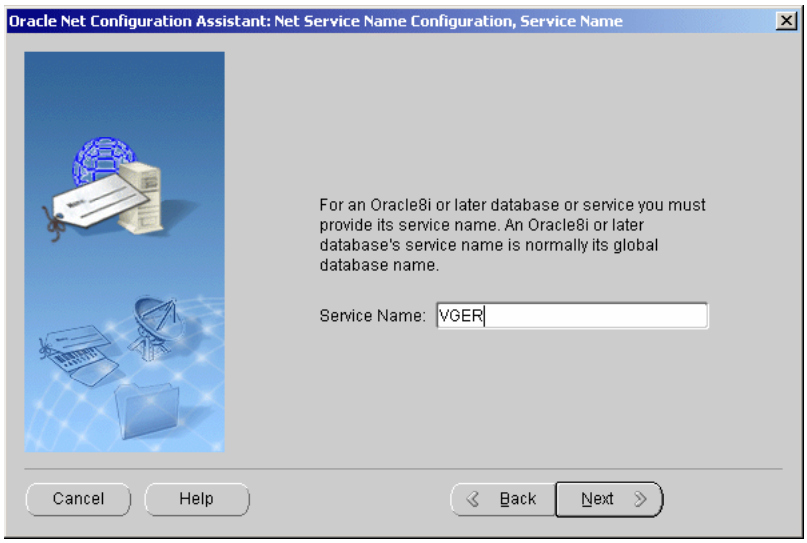
Oracle Net Configuration Assistant: Net Service Name Configuration, Service Name
For an Oracle8i or later database or service you must provide its service name. An Oracle8i or later database's service name is normally its global database name.
Service Name:
VGER
Cancel
Help
Back
Next

Figure 1-49. Oracle Net Configuration Assistant: Net Service Name Configuration, Service Name dialog box

13. Enter **VGER** in the **Service Name** field and click the **Next** button.

    Result: The **Oracle Net Configuration Assistant: Net Service Name Configuration, Select Protocols** dialog box displays (see Figure 1-50).

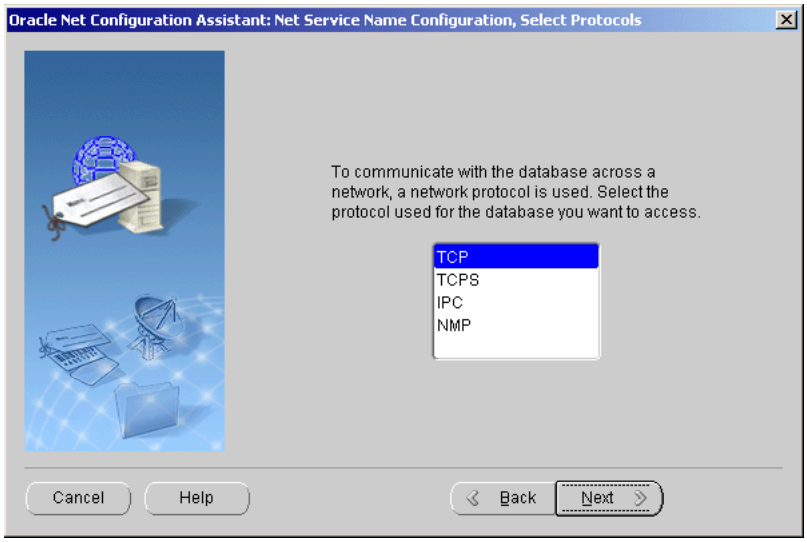
Oracle Net Configuration Assistant: Net Service Name Configuration, Select Protocols
To communicate with the database across a network, a network protocol is used. Select the protocol used for the database you want to access.
TCP
TCPS
IPC
NMP
Cancel
Help
Back
Next

Figure 1-50. Oracle Net Configuration Assistant: Net Service Name Configuration, Select Protocols dialog box

14. Select `TCP` from the list and click the **Next** button.

    Result: The **Oracle Net Configuration Assistant: Net Service Name Configuration, TCP/IP Protocol** dialog box displays (see Figure 1-51).

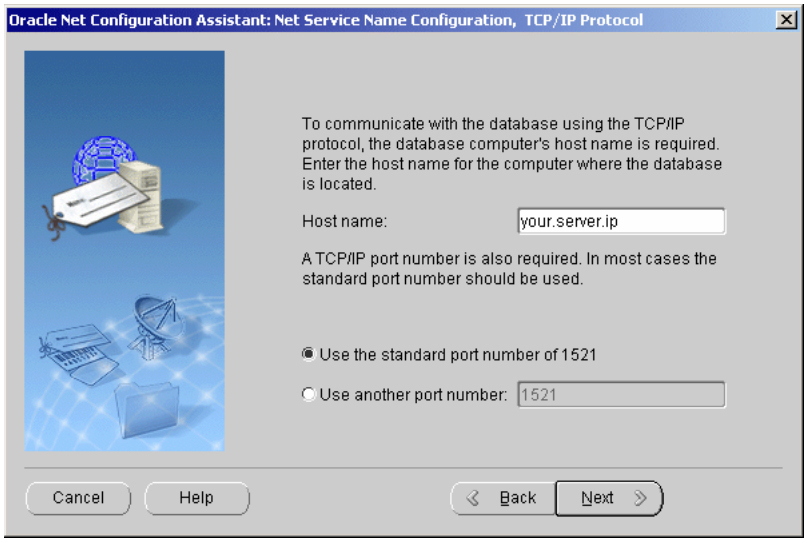
Oracle Net Configuration Assistant: Net Service Name Configuration, TCP/IP Protocol
To communicate with the database using the TCP/IP protocol, the database computer's host name is required. Enter the host name for the computer where the database is located.
Host name:
your.server.ip
A TCP/IP port number is also required. In most cases the standard port number should be used.
Use the standard port number of 1521
Use another port number:
1521
Cancel
Help
Back
Next

Figure 1-51. Oracle Net Configuration Assistant: Net Service Name Configuration, TCP/IP Protocol dialog box

15. Enter your site's IP address in the **Hostname** field, select **Use the standard port number of 1521** radio button, and click the **Next** button.

    Result: The **Oracle Net Configuration Assistant: Net Service Name Configuration, Test** dialog box displays (see Figure 1-52).

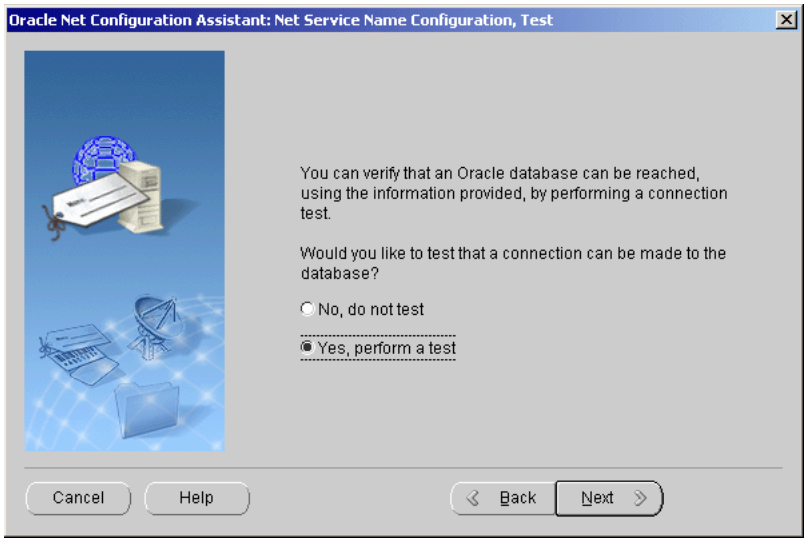
Oracle Net Configuration Assistant: Net Service Name Configuration, Test
You can verify that an Oracle database can be reached, using the information provided, by performing a connection test.
Would you like to test that a connection can be made to the database?
No, do not test
Yes, perform a test
Cancel
Help
Back
Next

Figure 1-52. Oracle Net Configuration Assistant: Net Service Name Configuration, Test dialog box

16. Select the **Yes, perform a test** radio button.

NOTE:
This test is expected to fail because the default username used for this test is incorrect. In the next step you will change the username.

Result: The **Oracle Net Configuration Assistant: Net Service Name Configuration, Connecting** dialog box displays with the error message in the **Details** text-box (see Figure 1-53).

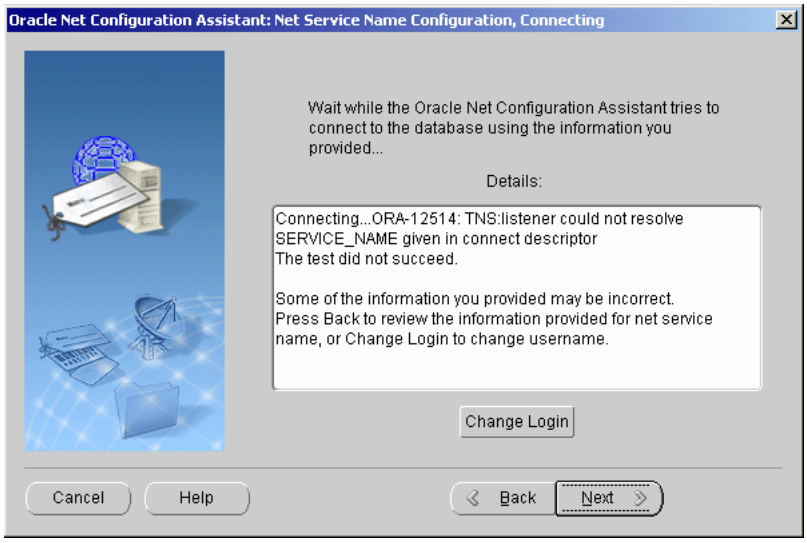
Oracle Net Configuration Assistant: Net Service Name Configuration, Connecting
Wait while the Oracle Net Configuration Assistant tries to connect to the database using the information you provided...
Details:
Connecting...ORA-12514: TNS:listener could not resolve SERVICE_NAME given in connect descriptor
The test did not succeed.
Some of the information you provided may be incorrect.
Press Back to review the information provided for net service name, or Change Login to change username.
Change Login
Cancel
Help
Back
Next

Figure 1-53. Oracle Net Configuration Assistant: Net Service Name Configuration, Connecting dialog box

17. To change the username, click the **Change Login** button.

    Result: The **Change Login** dialog box displays (see Figure 1-54).

Figure 1-54. Change Login dialog box

18. Enter ***ro_xxxdb*** (where xxxdb is the database name) in the **Username** field and the EISI-provided password in the **Password** field and click the **OK** button.

    Result: This closes the **Change Login** dialog box.

19. To test the connection after changing the username, click the **Back** button.

    Result: The **Oracle Net Configuration Assistant: Net Service Name Configuration, Connecting** dialog box displays.

20. Select the **Yes, perform test** radio button and click the **Next** button.

    Result: The test should succeed. If it does not, check the IP address.

21. After a successful test, click the **Next** button.

    Result: The **Oracle Net Configuration Assistant: Net Service Name Configuration, Net Service Name** dialog box displays with the message that the net service name configuration is complete (see Figure 1-55).

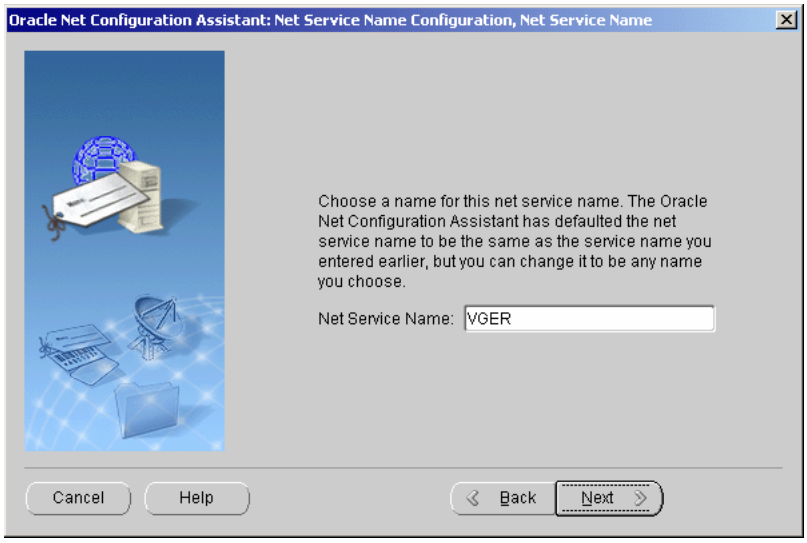
Oracle Net Configuration Assistant: Net Service Name Configuration, Net Service Name
Choose a name for this net service name. The Oracle Net Configuration Assistant has defaulted the net service name to be the same as the service name you entered earlier, but you can change it to be any name you choose.
Net Service Name:
VGER
Cancel
Help
Back
Next

Figure 1-55. Oracle Net Configuration Assistant: Net Service Name Configuration, Net Service Name dialog box

22. Enter **VGER** in the **Net Service Name** field and click the **Next** button.

    Result: The **Oracle Net Configuration Assistant: Net Service Name Configuration, Another Net Service Name?** dialog box displays with the message that the oracle net configuration is complete (see Figure 1-56).

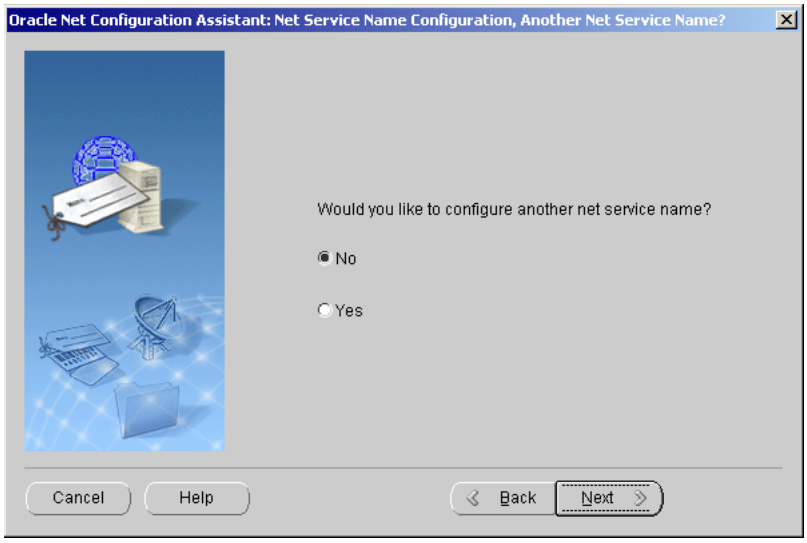

Figure 1-56. Oracle Net Configuration Assistant: Net Service Name Configuration, Another Net Service Name? dialog box

23. Since you do not need to provide another service name, select the **No** button and click the **Next** button.

    Result: The **Oracle Net Configuration Assistant: Net Service Name Configuration done** dialog box displays alerting the user the installation was successful (see Figure 1-57).

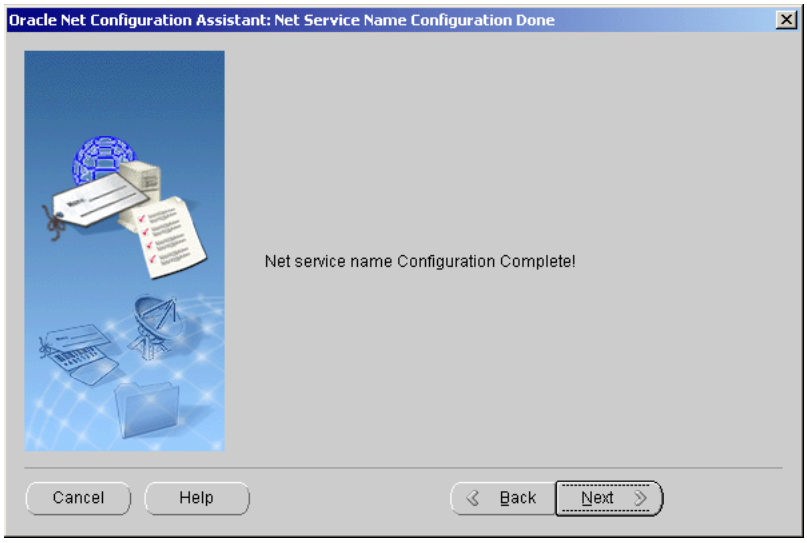

Figure 1-57. Oracle Net Configuration Assistant: Net Service Name Configuration Done dialog box

24. Click the **Next** button.

    Result: The **Oracle Net Configuration Assistant: Done** dialog box displays (see Figure 1-58).

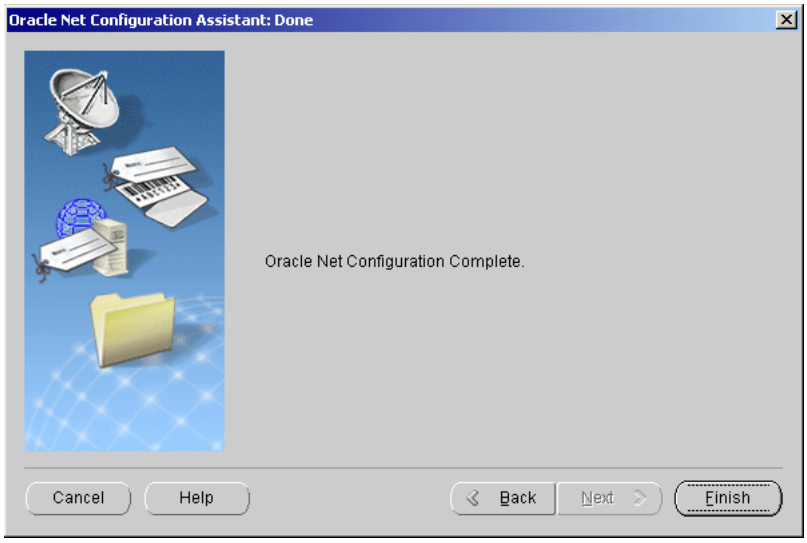

Figure 1-58. Oracle Net Configuration Assistant: Done dialog box

25. Click the **Finish** button.

    Result: The **Oracle Universal Installer: End of Installation** dialog box displays (see Figure 1-59).

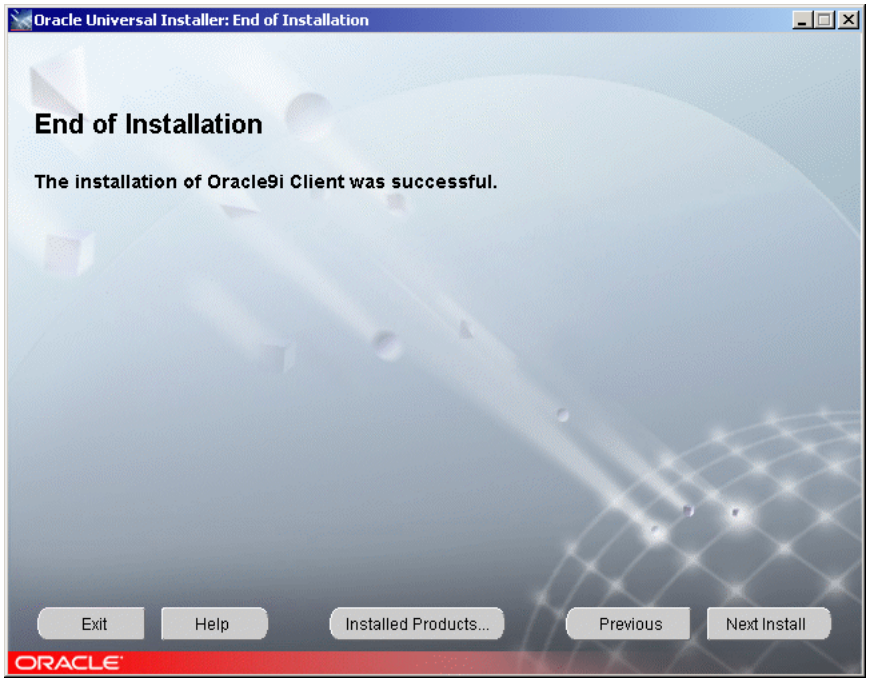

Figure 1-59. Oracle Universal Installer: End of Installation dialog box

26. Click the **Exit** button, when the confirmation message displays (Figure 1-60) click the **Yes** button.

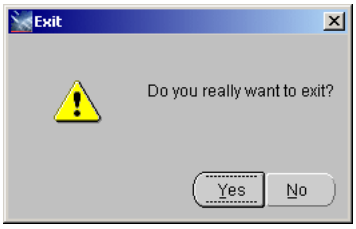

Figure 1-60. Confirm exiting the Oracle Universal Installer message

Result: The Oracle9i client installation is complete.

Updating the Character Set for Oracle

User's must update the character set for Oracle in the Registry Editor for correct diacritic display. Basically, when an `NLS_LANG` value is other than `AMERICAN_AMERICA.US7ASCII`, the value must be updated.

IMPORTANT:
*Use extreme caution when working in the Registry Editor. Only individuals experienced with **Windows Registration Databases** should make this update. Further, to do this the user must be logged in as administrator.*

Follow Procedure 1-9, Updating the Character Set for Oracle for the steps to update the character set, editing the `NLS_LANG` value.

Procedure 1-9. Updating the Character Set for Oracle

Use the following to update the character set for Oracle.

1. From the **Start** menu, select **Run**, and enter **`regedit`** in the **Open** field (see Figure 1-61), then click the **OK** button.

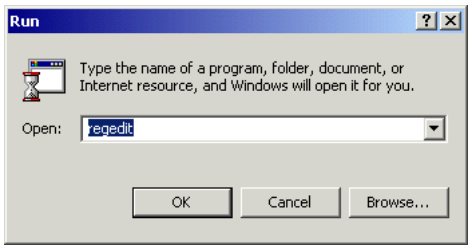

Figure 1-61. Run dialog box

Result: The **Registry Editor** dialog box opens (see Figure 1-62).

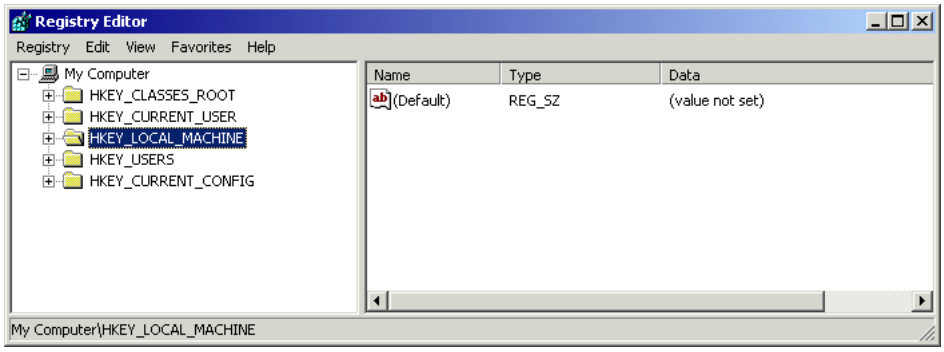

Figure 1-62. Registry Edit dialog box

2. Click the **+**(plus sign) in front of the `HKEY_LOCAL_MACHINE` folder.

   Result: The folder expands (see Figure 1-63).

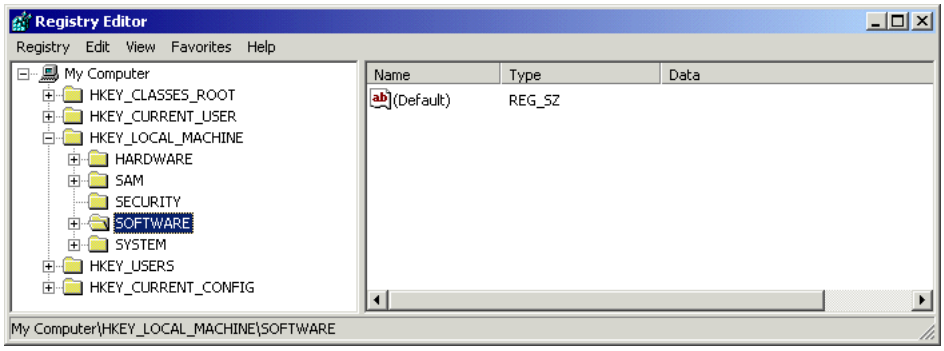

Figure 1-63. HKEY_LOCAL_MACHINE folder expanded

3. Click the **+**(plus sign) in front of the `SOFTWARE` folder.

   Result: The folder expands (see Figure 1-64).

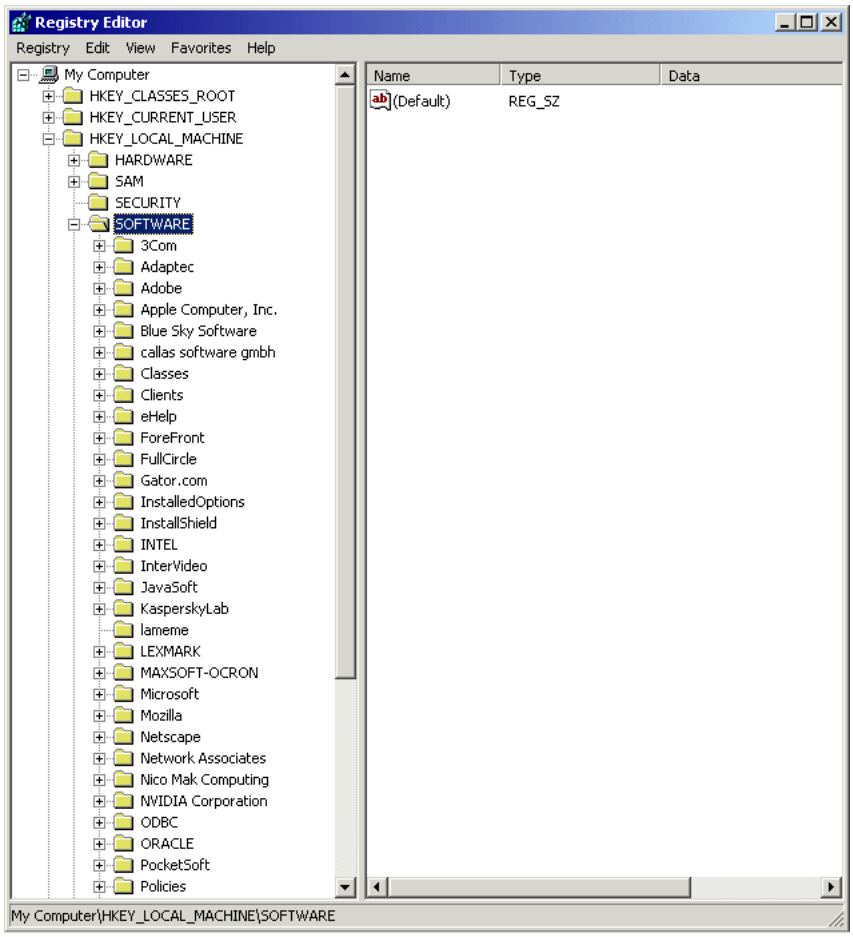

Figure 1-64. SOFTWARE folder expanded

4. Click the **+**(plus sign) in front of the `ORACLE` folder.

   Result: The folder expands (see Figure 1-65).

NOTE:
The expanded `ORACLE` folder contains an `ALL_HOMES` folder and any number of `HOME#` folders. The number of `HOME#` folders corresponds to the number of Oracle instances on the computer. Most computers will only have the `HOME0` folder.

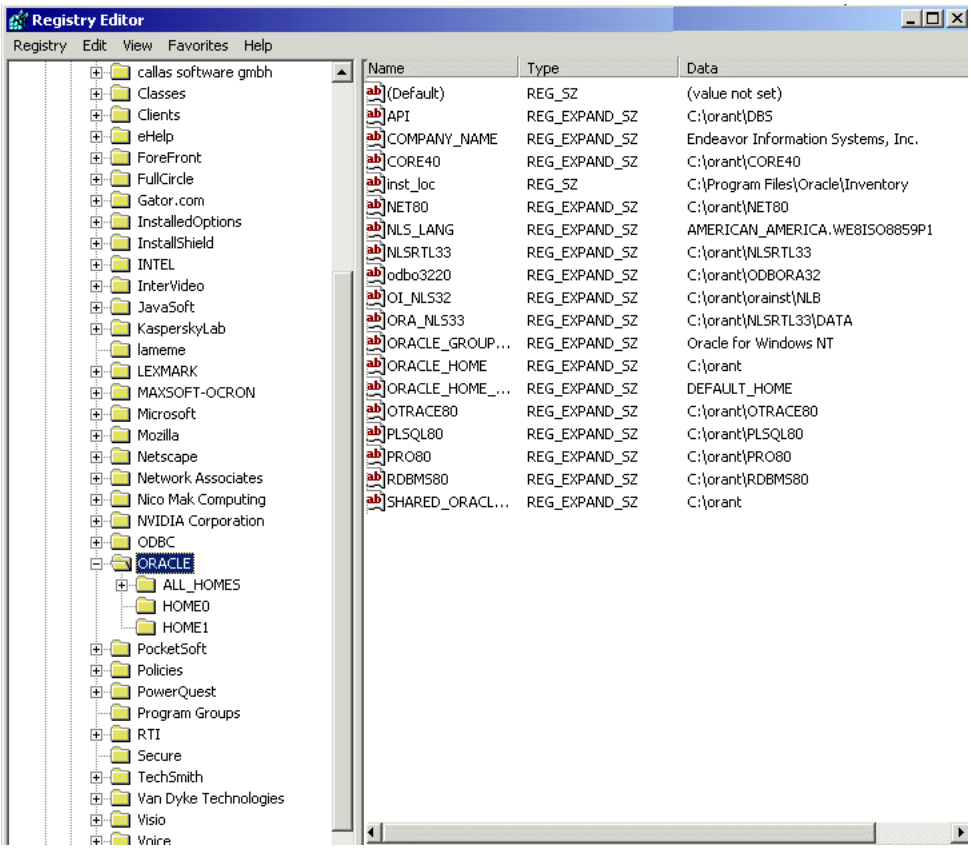

Figure 1-65. ORACLE folder expanded

IMPORTANT:
Only edit the `NLS_LANG` value under `ORACLE` folder and subfolders.

5. In the right panel, double-click `NLS_LANG` (Figure 1-66).

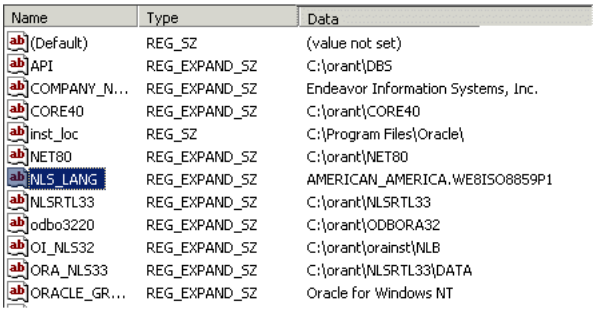

Figure 1-66. NLS_LANG display

Result: The **Edit String** dialog box opens (see Figure 1-67) displaying the value data.

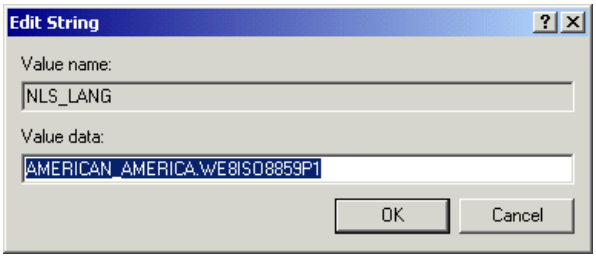

Figure 1-67. Edit String dialog box with incorrect NLS_LANG data

6. In the **Edit String** dialog box change the `NLS_LANG` value to **`AMERICAN_AMERICA.US7ASCII`** (see Figure 1-68), where the last two characters are upper-case letter i's.

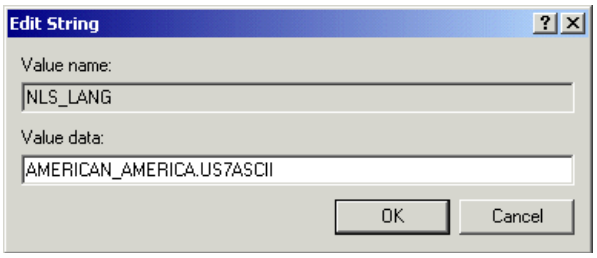

Figure 1-68. Edit String dialog box with new NLS_LANG value AMERICAN_AMERICA.US7ASCII

7. Click the **OK** button.

   Result: The value is edited (see Figure 1-69).

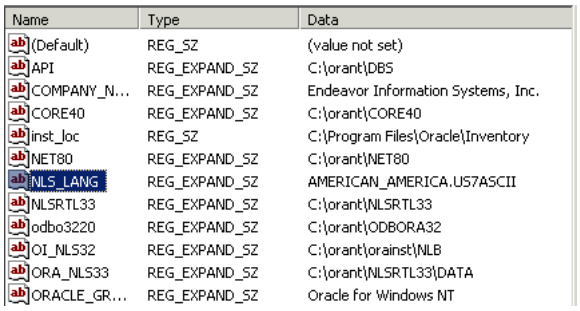

Figure 1-69. NLS_LANG edited to value AMERICAN_AMERICA.US7ASCII

IMPORTANT:
The `NSL_LANG` *value under the* `ORACLE` *folder and subfolders must be changed to* `AMERICAN_AMERICA.US7ASCII` *whenever the* `NSL_LANG` *value appears. Therefore, you must continue through the subfolders and wherever the NLS_LANG data value is* ***NOT*** `AMERICAN_AMERICA.US7ASCII`*, it must be edited.*

8. In the Left panel, click the **+**(plus sign) in front of the `ALL_HOMES` folder.

   Result: The folder expands (see Figure 1-70). In this example, there are `ID#` folders that correspond to the `HOME#` folders. Notice also that there is no `NLS_LANG` entry in the right panel.

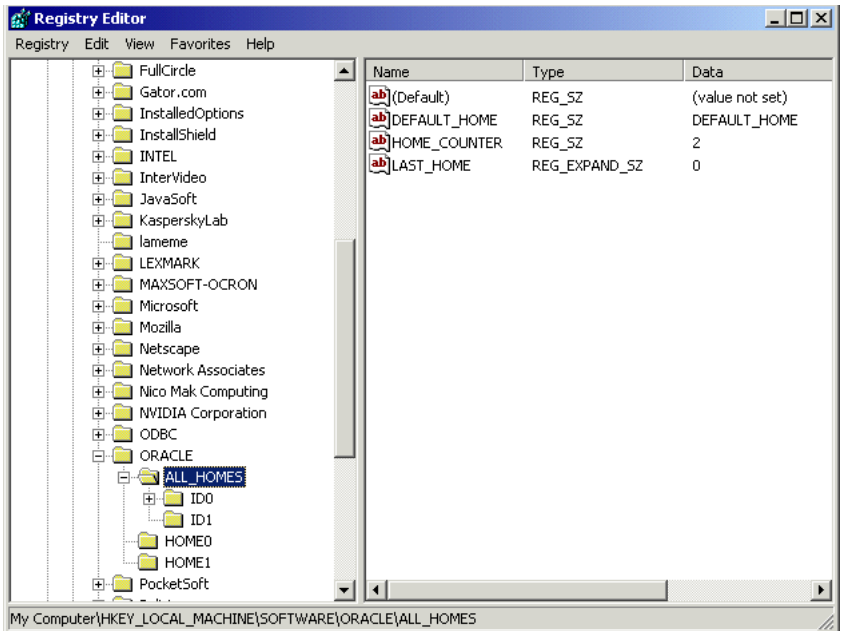

Figure 1-70. The ALL_HOMES folder expanded

9. Continue to the next subfolder, select the `ID0` folder.

   Result: The folder is selected and the right panel displays (see Figure 1-71).

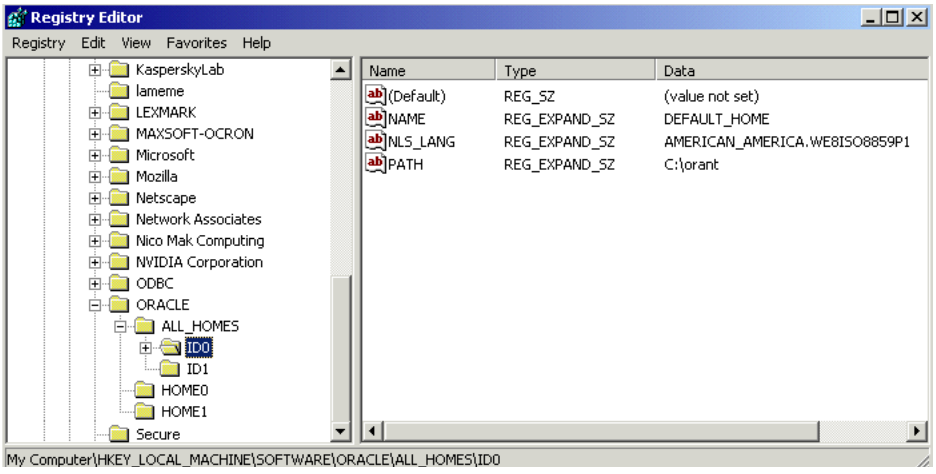

Figure 1-71. ID0 folder is selected and right panel displays NLS_LANG

10. Edit the NLS-LANG value, using steps 5-7 above.

    Result: The value is edited (see Figure 1-72).

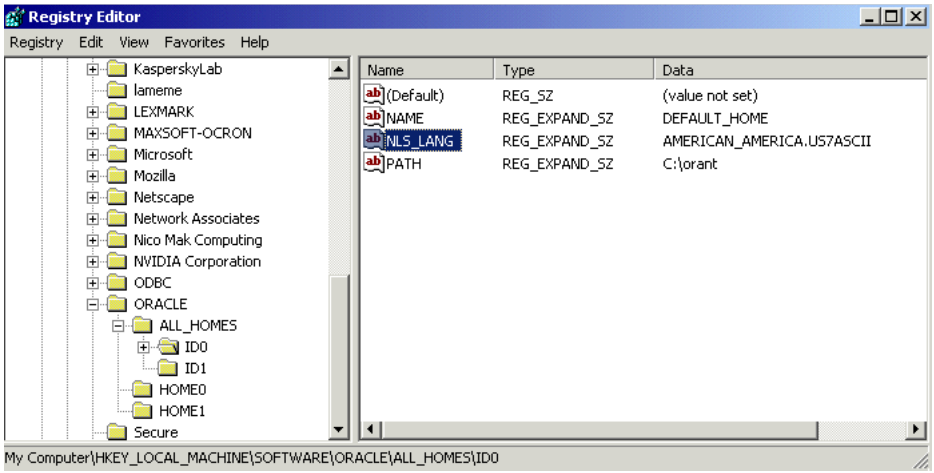

Figure 1-72. ID0 folder, NLS_LANG value edited

11. Move on to the next ORACLE subfolder, select the ID1 folder.

    Result: The folder is selected and the right panel displays (see Figure 1-73). Note that the NLS_LANG value is **NOT** US7ASCII, therefore it must be edited.

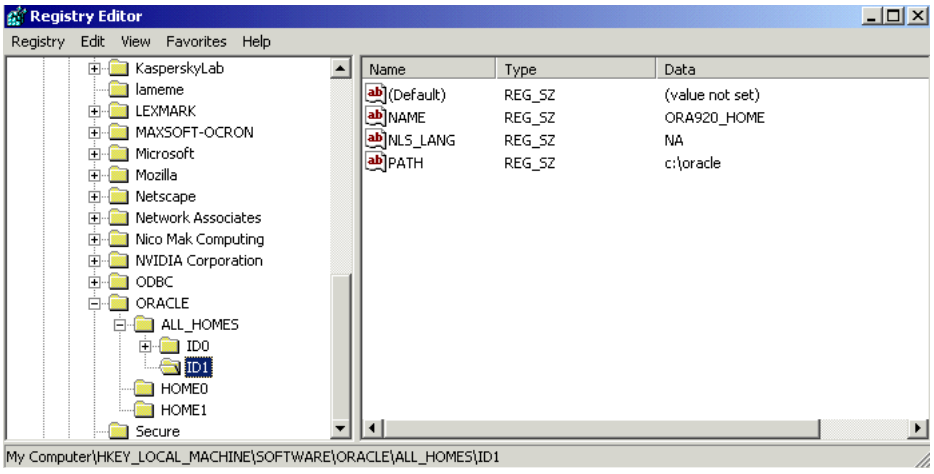

Figure 1-73. ID1 folder expanded, NLS_LANG value displays

12. Edit the NLS-LANG value, using steps 5-7. Select the HOME0 subfolder (see Figure 1-74).

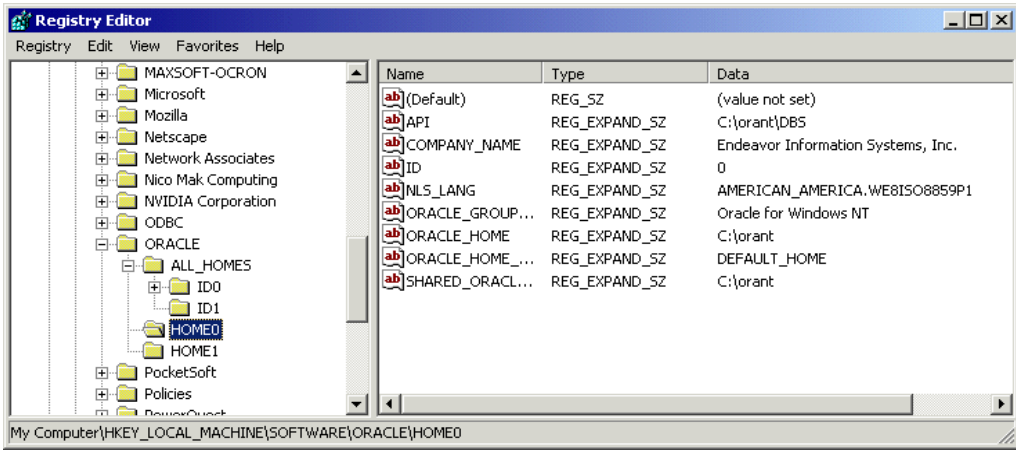

Figure 1-74. HOME0 subfolder expanded, NLS_LANG value displays

13. Edit the NLS_LANG value, using steps 5-7 above. Then select the next ORACLE subfolder, repeat this process until all of the NLS_LANG values are changed to **AMERICAN_AMERICA.US7ASCII**.

14. Close the **Registry Editor** dialog box.

    Result: The character set for Oracle is updated.

Configuring the Microsoft ODBC for Oracle Driver

The connection between the Access software on your computer and a data source is made using an ODBC driver. The Microsoft ODBC for Oracle driver is part of your Windows operating system, however users must configure the Microsoft ODBC for Oracle driver before running any Access Reports.

Procedure 1-10. Configuring ODBC Control Panel Settings

Use the following to configure the ODBC control panel settings.

1. Log on as the Administrator, then from the Windows **Start** menu, click **Settings> Control Panel> Administrative tools** select `Data Sources (ODBC).`

   Result: The **ODBC Data Source Administrator** dialog box opens (see Figure 1-75).

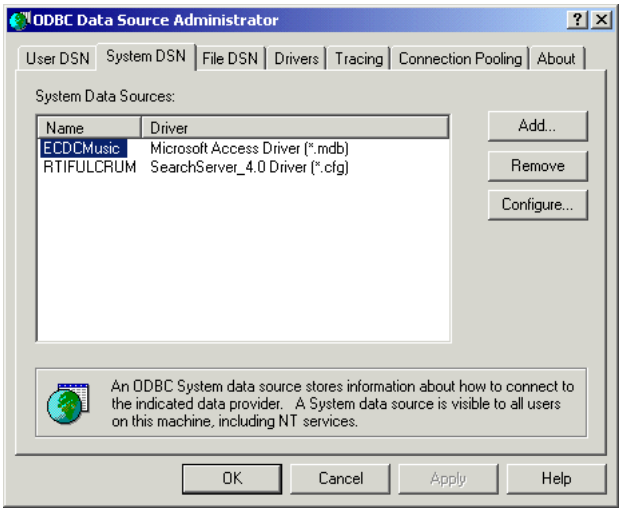

Figure 1-75. ODBC Data Source Administrator dialog box

2. Click the **System DSN** tab, then click the **Add** button.

   Result: The **Create New Data Source** dialog box opens (see Figure 1-76).

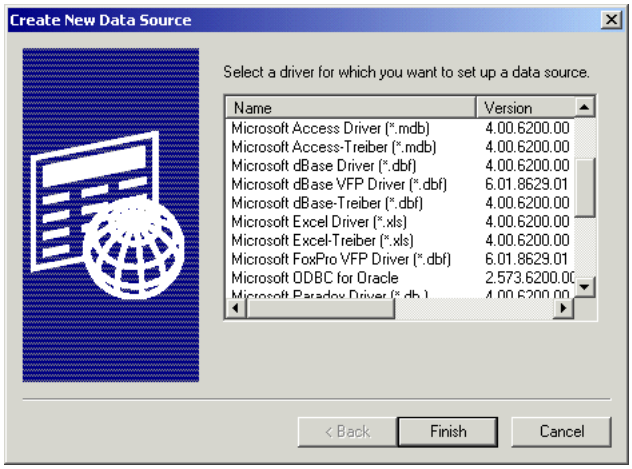
Create New Data Source
Select a driver for which you want to set up a data source.
Name
Version
Microsoft Access Driver (*.mdb) 4.00.6200.00
Microsoft Access-Treiber (*.mdb) 4.00.6200.00
Microsoft dBase Driver (*.dbf) 4.00.6200.00
Microsoft dBase VFP Driver (*.dbf) 6.01.8629.01
Microsoft dBase-Treiber (*.dbf) 4.00.6200.00
Microsoft Excel Driver (*.xls) 4.00.6200.00
Microsoft Excel-Treiber (*.xls) 4.00.6200.00
Microsoft FoxPro VFP Driver (*.dbf) 6.01.8629.01
Microsoft ODBC for Oracle 2.573.6200.00
< Back
Finish
Cancel

Figure 1-76. Create New Data Source dialog box

3. Highlight `Microsoft ODBC for Oracle Driver` and click the **Finish** button.

IMPORTANT:
Users must select the **`Microsoft ODBC for Oracle Driver`**, *not the previously used Oracle ODBC driver.*

Result: The **Microsoft OBDC for Oracle Setup** dialog box opens (see Figure 1-77).

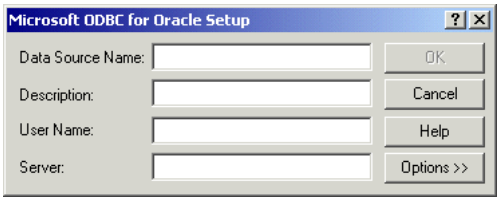

Figure 1-77. Microsoft ODBC for Oracle Setup dialog box

4. In the **Microsoft OBDC for Oracle Setup** dialog box:
    a. In the **Data Source Name** field, enter **`voyager`**
    b. In the **Description** field, enter **`voyager tables`**
    c. In the **Server** field, enter **`VGER`**
    d. Click the **OK** button (see Figure 1-78).

NOTE:
You do not need to enter a User ID.

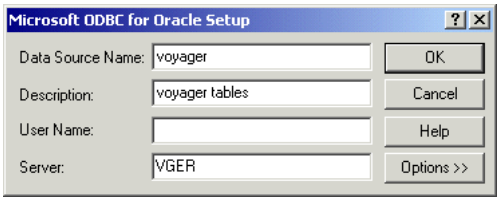

Figure 1-78. Completed Microsoft ODBC for Oracle Setup dialog box

Result: The **ODBC Data Source Administrator** dialog box opens. A new entry is listed, with the Name: voyager and Driver: Microsoft ODBC for Oracle on the **System DSN** tab, click **OK** to save the settings and exit the configuration dialog box (see Figure 1-79).

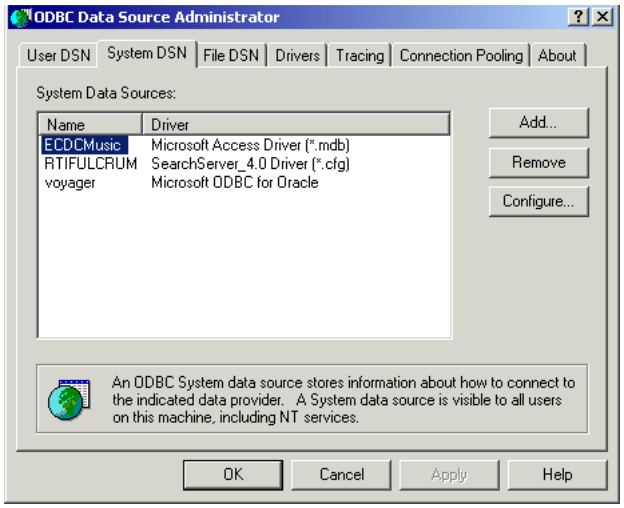

Figure 1-79. ODBC Data Source Administrator with driver set up

Configuring the database links

After you have configured your ODBC driver, you must configure the database links in Access. Basically this creates “virtual database tables” in Access, following the ODBC links to the corresponding tables in your Oracle database to allow running reports and queries against your database.

Procedure 1-11. Configuring the database links in Access

Use the following to configure the database links.

1. Navigate to `c:\voyager` and double-click the `Access Reports` folder, then double-click the `reports.mdb` file.

   Result: Access opens and the **reports: Database** dialog box opens (see Figure 1-80).

i

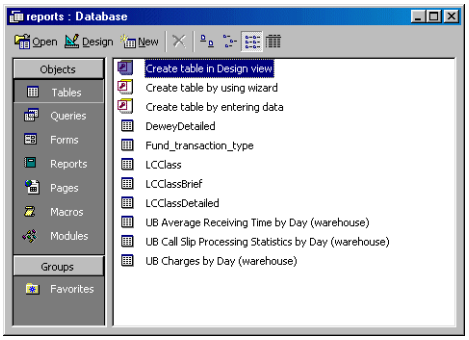

Figure 1-80. Access Reports: Database dialog box

2. In the **reports: Database** dialog box:
    a. Click the **Forms** button.
    b. Highlight **Build database links to Voyager**.
    c. Click the **Open** button.

    Result: The **Build database links to Voyager** dialog box opens (see Figure 1-81).

3. Enter the following information in each of the fields:
    a. In the **ODBC name** field, enter **`voyager`**.
    b. In the **Connect String** field, enter the same string that you entered into the **New Service Name** field in the **Oracle Net8 Easy Config** dialog box. See Adding your VGER Oracle Service Name on page 1-19.
    c. In the **DB User ID** field, enter your read only user name.
    d. In the **Password** field, enter your password.
    e. In the **Tablespace** field, enter the name of your database.
    f. Click the **Connect** button to begin the building process.

    Figure 1-81 displays this dialog box and fields.

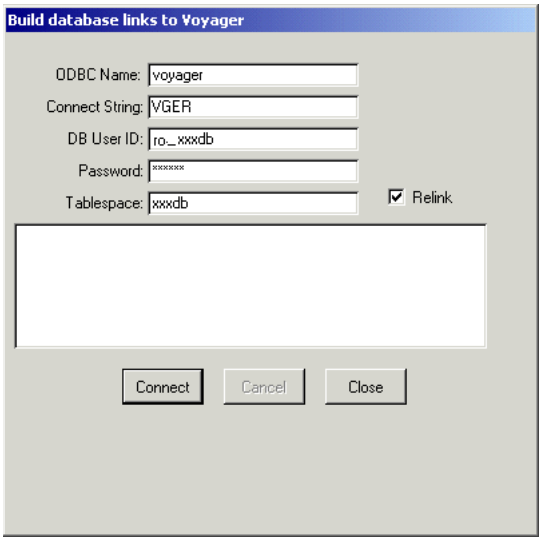

Figure 1-81. Build database links to Voyager dialog box

Result: Tables begin the linking process. Notice that the names of the tables being linked display in the window.

NOTE:
This can take several minutes.

IMPORTANT:
*If building the database links does **not** work, a message displays stating* `Process stopped too many errors!` *If this is the case, see* *Procedure 1-12*, *Troubleshooting: Linking the Oracle Tables*.

Figure 1-82 shows the build database links box after the tables have been linked.

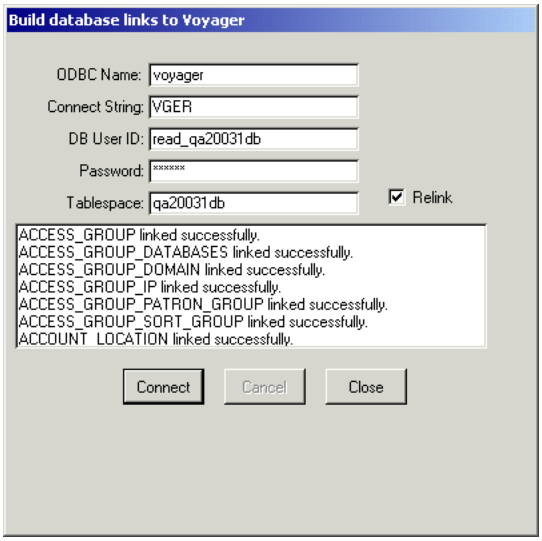

Figure 1-82. Build database links box after tables have been linked

IMPORTANT:
For your initial installation, the Relink check box is not used.

If some of the tables do not link and you need to build the links again, leave Relink unchecked during each subsequent linking attempt. This will keep the links that have already succeeded without rechecking them and only failed links will be rechecked each subsequent time.

Checking Relink will remove all of the links that have already been established and completely restart the process.

Therefore, if you change any of your information and need to completely rebuild the links, then you should place a check in the Relink box.

4. Check the links that were not successful:
    a. Click the **Queries** tab.
    b. Select **System Access Tables NOT Linked**.
    c. Click the **Open** button.

Result: If there are any tables in the list that displays, then you need to rerun the link builder again to try to link those tables again.

To rerun the link builder repeat Procedure 1-11, Configuring the database links in Access. on page 1-64 keep the relink box unchecked. This makes the builder only check the bad links.

IMPORTANT:
If Relink is turned on, this will erase all of the links already established and repeat the entire process again.

Continue to link until there are no links listed in the **System Access Tables NOT Linked** report. When this is the case the setup process is complete.

TIP:
If you are going to use the Prepackaged Access Reports on multiple computers, and all of which will use the same settings in the Build Database Links to Voyager dialog box, then you do not have to build links individually for each computer. Once you have linked the database to the reports.mdb file, you can simply copy the reports.mdb file to each computer that needs to use it. The links are retained within the file.

NOTE:
If you have user-created queries and reports that you previously developed and you want to use them with a new version of Voyager, you will need to update them. Search Endeavor's SupportWeb KnowledgeBase for a Resource Sharing Record provided by Voyager customer Alan Manifold entitled "How to migrate Access queries for a new Voyager release" for information on this process. All custom or modified queries pulling data from UTF-8 encoded columns must include a function to convert the data to UTF-16.

Troubleshooting: Linking the Oracle Tables

When linking the Oracle tables, users may get an error message indicating the linking process has stopped due to too many errors. If this is the case use Procedure 1-12, Troubleshooting: Linking the Oracle Tables.

Procedure 1-12. Troubleshooting: Linking the Oracle Tables

Use the following to troubleshoot problems with linking the Oracle tables. This procedure assumes the user is at the **Build Database Links to Voyager** dialog box and the process has stopped (see Figure 1-83).

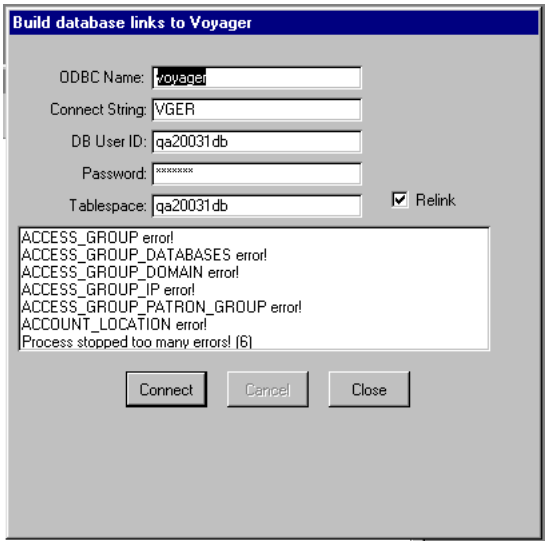

Figure 1-83. Build Database Links to Voyager process stopped due to errors

1. From the MS Access **File** menu, select **Get External Data> Link Tables...** (see Figure 1-84)

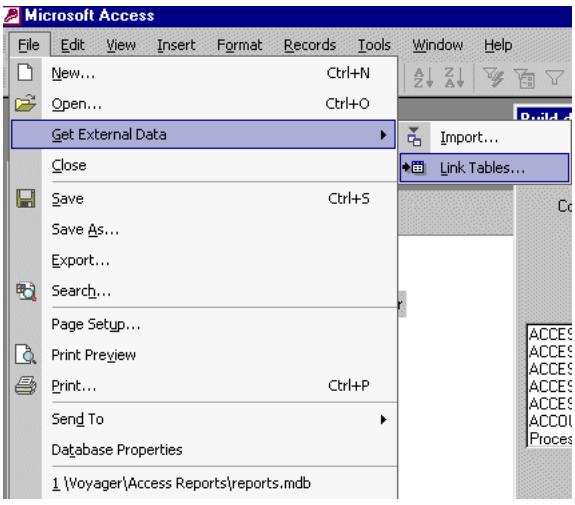

Figure 1-84. File menu> Get External Data> Link Tables

Result: The **Link** dialog box opens.

2. From the **Files of Type** field, select `ODBC Databases()` (see Figure 1-85).

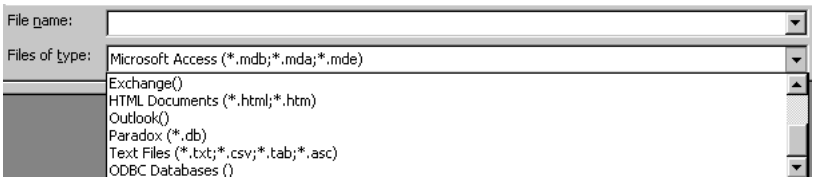

Figure 1-85. Files of Type field options

Result: The **Select Data Source** dialog box opens (see Figure 1-86).

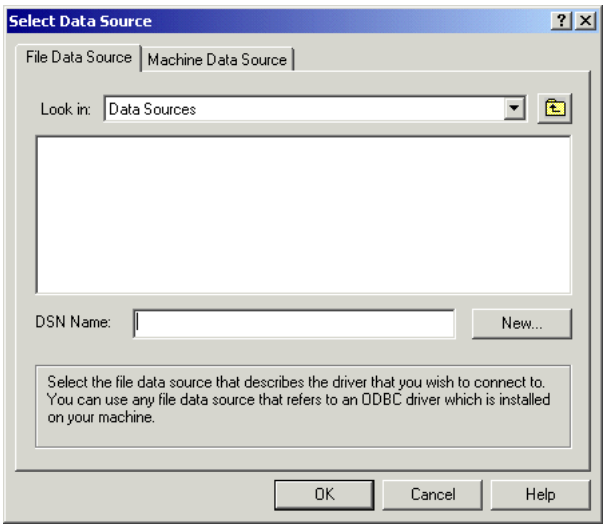
Select Data Source
File Data Source
Machine Data Source
Look in:
Data Sources
DSN Name:
New...
Select the file data source that describes the driver that you wish to connect to. You can use any file data source that refers to an ODBC driver which is installed on your machine.
OK
Cancel
Help

Figure 1-86. Select Data Source dialog box

3. Click the **Machine Data Source** tab, and select **`Voyager`** (see Figure 1-87).

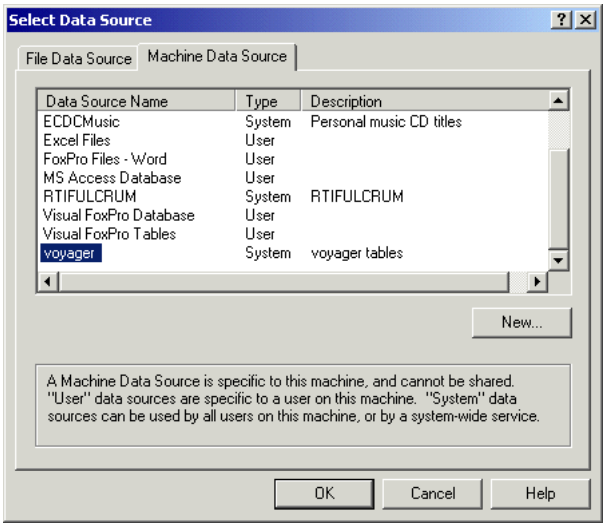

Figure 1-87. Machine Data Source tab with Voyager selected

4. Click the **OK** button.

   Result: The **Microsoft ODBC for Oracle Connect** dialog box opens (see Figure 1-88).

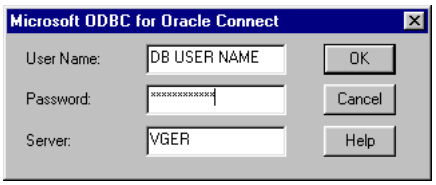

Figure 1-88. Microsoft ODBC for Oracle Connect dialog box

5. Enter:
   a. Your user name in the **User Name** field.
   b. Your password in the **Password** field.
   c. **`VGER`** in the **Server** field.

d. Click the **OK** button.

Result: After a few minutes the **Link Tables** dialog box displays. You can now link the tables (see Figure 1-89).

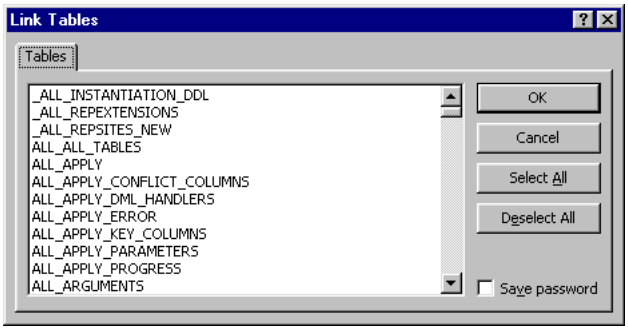

Figure 1-89. Link Tables

6. Click the **OK** button and return to the **Build Database Links to Voyager** dialog box (see Figure 1-90).

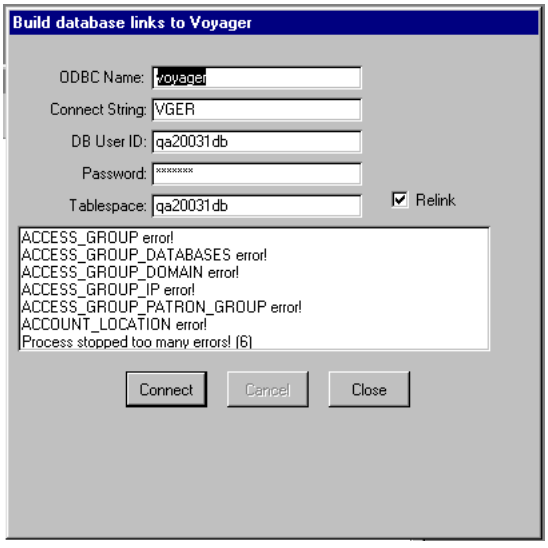

Figure 1-90. Build Database Links to Voyager

7. Click the **Connect** button. (**Relink** should be checked.)

   Result: The database links to the Voyager database build (see Figure 1-91).

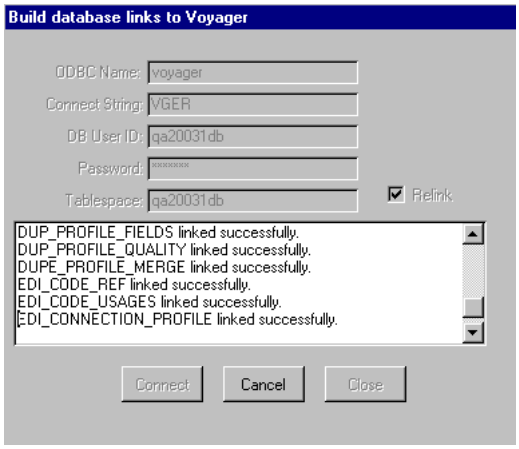

Figure 1-91. Build Database Links to Voyager during linking

NOTE:
This will take several minutes.

8. When completed, the **Close** button activates, select this button to exit the linking process.

9. Go to step 4 of Procedure 1-11, Configuring the database links in Access to check the database links.

Setting the ODBC Timeout Value

The default timeout for queries in MSAccess is 60 seconds. User's can change this value for selected queries such that they will not timeout.

Procedure 1-13. Changing the ODBC Timeout value

Use the following to change the ODBC timeout value.

1. Select the query whose timeout value you want to change and click the **Design** button.

   Result: The query design view opens with the top portion showing the tables used in the query and their associations.

2. With your cursor in the top portion, right-click and select **Properties** from the menu (see Figure 1-92).

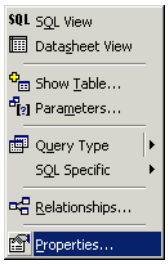

Figure 1-92. Selecting Properties from the menu

Result: The **Query Properties** dialog box opens (Figure 1-93) notice the default is 60 seconds.

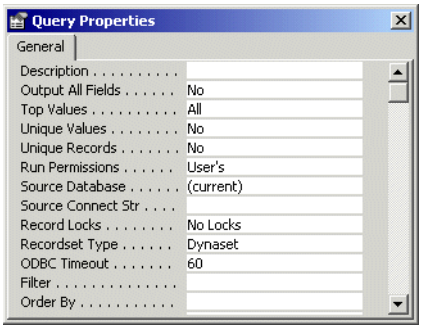
Query Properties
General
Description . . . . . .
Output All Fields . . . . . No
Top Values . . . . . All
Unique Values . . . . . No
Unique Records . . . . . No
Run Permissions . . . . . User's
Source Database . . . . . (current)
Source Connect Str . . . .
Record Locks . . . . . No Locks
Recordset Type . . . . . Dynaset
ODBC Timeout 60
Filter . . . . . .
Order By . . . . . .

Figure 1-93. Query Properties dialog box

3. Place your cursor in the **ODBC Timeout** field and enter the timeout wanted. Setting the value to zero means that the query will not timeout.

   Result: The timeout value is changed (see Figure 1-94).

   See your Microsoft Access documentation for additional information.

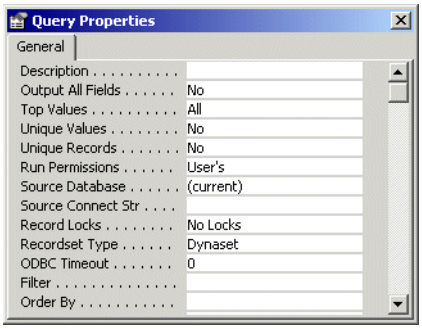
Query Properties
General
Description . . . . . .
Output All Fields . . . . . No
Top Values . . . . . All
Unique Values . . . . . No
Unique Records . . . . . No
Run Permissions . . . . . User's
Source Database . . . . . (current)
Source Connect Str . . . .
Record Locks . . . . . No Locks
Recordset Type . . . . . Dynaset
ODBC Timeout 0
Filter . . . . . .
Order By . . . . . .

Figure 1-94. ODBC Timeout value at zero

Generating Input Files to Create Reports and Notices

2

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Contents

Generating Input Files to Create Reports and Notices

2

Introduction

This chapter provides information on how the Reporter module works and information about generating the input files to be used by the Reporter module to the produce reports and notices necessary for the functioning of your library.

Reporter Module Functionality Overview

The Voyager Reporter module produces reports and notices that were generated from batch jobs run on the server, jobs run from the web using the WebAdmin program, as well as dynamically produced (in the module) reports or notices.

Therefore, before you can run the Voyager Reporter, you must create these appropriate Reports and/or Notice input files on the server for the application you want to process Acquisitions, Cataloging, Circulation, and Media Scheduling.

Creating reports and notices is a five-step process:

1. A transaction or event occurs in one of the Voyager module. For example, a book becomes overdue, a fine is generated, a Purchase Order is generated or a subject heading is corrected.

2. In most cases, a batch job is run. The batch job generates an input (`.inp`) file which contains the content of the report or notice. In other cases, an input file will be created dynamically when a particular activity takes place. The format of the various `.inp` files generated are discussed in the *Voyager's Technical User's Guide*.
3. The Reporter module takes the `.inp` file from the server and builds the reports and/or notices.The `.inp` file from the server is archived on the server with a date-time stamp. The client displays a list of reports or notices built from the `.inp` file.
4. In the Reporter module the reports and notices are run. This begins the printing out or e-mailing of the reports and/or notices.
5. In the Reporter module, the file is archived on the user's computer.

Input and log files

The Reporter module looks to the server for an input file containing the information it needs to produce the reports and notices. Those input files (`.inp` files) are generated either by batch jobs run on the server or they can be generated by particular activities that occur in the Voyager modules.

Input files

There are seven input files.

- `acqrprts.xxxx.inp`, for Acquisitions reports
- `catrprts.xxxx.inp`, for Cataloging reports
- `crcrprts.xxxx.inp`, for Circulation reports
- `medrprts.xxxx.inp`, for Media Scheduling reports
- `acqnotes.xxxx.inp`, for Acquisitions notices
- `crcnotes.xxxx.inp`, for Circulation notices
- `mednotes.xxxx.inp`, for Media Scheduling notices

Where xxxx represents the appropriate print location code as defined in "Print Locations" in the *Voyager System Administration User's Guide* and in the *Voyager Media Scheduling System Administration User's Guide*.

Each file contains records of a specific type, following a specific format, that contain the content for the reports and notices. For information regarding the specific format of these input files see the *Voyager Technical User's Guide, "*Standard Interface File format (SIF)*."*

NOTE:
All of the SIFs remain in the Latin-1 character set. If elements in the SIF were stored in the database using the Unicode™ character set, they are converted to Latin-1 before being exported to the SIF.

Once an input file has been created it is stored in the `/m1/voyager/xxxdb/rpt` directory (where xxxdb represents the database name). If there is an existing `.inp` file in the rpt directory, when you run another job the additional notices or reports are added to the existing file. It does not overwrite the file. Therefore, you do not have to run Reporter every time you run a job.

Log files

In addition to the input files, when running any batch job a log file is generated and placed in the `/m1/voyager/xxxdb/rpt` directory. The log files are named based on the module. For example, the log file created after running an Acquisitions batch job is named `acqjob.log`, similarly for cataloging it is named `catjob.log`.

The log files provide information about how the jobs were completed. It will include information about the date, time, activity, results, and errors encountered for each job run.

If there is a log file already in the `/m1/voyager/xxxdb/rpt` directory, the new information will be added to the end of that log file.

Log files should be reviewed for archiving or deleting on a periodic basis.

Creating Input Files for Acquisitions

To create the reports and notices for Acquisitions you must either complete certain activities in the Acquisitions module, and/or run acquisitions batch jobs on the server.

There are three batch jobs that can be run on the server to generate report and notice input files for Acquisitions.

Creating Input File(s) from the Acquisitions Module

Table 2-1 provides an overview of the Acquisition activities that create an input file on the server. The table includes the activity, the name of the file created, the name of the report or notice, and the record type.

Table 2-1. Acquisition activities that create an input file on the server

Acquisitions Activity	Report or Notice Name	Input File Name	Record Type Number
Printing a purchase order	Purchase Order report	`acqrprts.xxxx.inp`	Type 00
Canceling a purchase order	Cancellation notice	`acqnotes.xxxx.inp`	Type 00
Generating a claim for a monographic item	Order claim notice	`acqnotes.xxxx.inp`	Type 02
Generating a claim for a serial item	Serial Claim notice	`acqnotes.xxxx.inp`	Type 03
Approving an invoice and printing	Voucher/check request	`acqnotes.xxxx.inp`	Type 04
Generating a return	Return notice	`acqnotes.xxxx.inp`	Type 01

For information on how to complete the activities, see the *Voyager Acquisitions User's Guide.*

When any of these activities takes place a `.inp` file is created. For example, if a purchase order is queued to print, the `acqrprts.xxxx.inp` file is generated. It follows the Acquisitions Reports Standard Interface Format (SIF) containing a record of type 00.

Creating Input File(s) by Acquisitions batch jobs - Acqjob

There are three batch jobs that can be run to generate report and notice input files for Acquisitions. Table 2-2 provides on overview of the job number, job name, name of the file produced, the name of the report or notice, and the record type.

Table 2-2. Acquisitions batch jobs

Acquisitions Batch Job Number	Acquisitions Batch Job Name	Report or Notice Name	Input File Name	Record Number Type
Acqjob 1	Order Claim/Cancel Processing	Order Claim Notice Serial Claim Notice	Does not create a `.inp` file *until* a claim or cancel is generated from within the acquisitions module. `acqnotes.xxxx.inp`	Type 00 Type 02 Type 03
Acqjob 2	Open Orders Report	Open Orders Report (when a specific location is selected) Global Open Order Report (all locations are selected)	`acqrprts.xxxx.inp`	Type 01 Type 02
Acqjob 3	Fund Snapshot Report (Global report)	Fund Snapshot report	`acqrprts.xxxx.inp`	Type 03
Acqjob 4	Rollover Status Report (Global report)	Fund Rollover Status Copy Rollover Status	`acqrprts.xxxx.inp`	Type 09 Type 11
See the *Voyager Technical User's Guide* for information on Acqjob 5, Fix Exchange Rates.				

The files created are named either `acqrprts.xxxx.inp` or `acqnotes.xxxx.inp`. Where the xxxx in the filename corresponds to the print location code as defined in the System Administration module's **Systems - Print Locations** work space, see the *Voyager System Administration User's Guide* for additional information.

The file is located in the in the `/m1/voyager/xxxdb/rpt` directory (where xxxdb represents the database name).

The format of the `acqrprts.xxxx.inp` file follows the Acquisitions Reports Standard Interface File format (SIF) as described in the *Voyager Technical User's Guide*. The format of the `acqnotes.xxxx.inp` file follows the Acquisitions Notices Standard Interface File format (SIF) as described in the *Voyager Technical User's Guide*.

NOTE:
If an input file already exists, Acquisitions will add the current report record(s) to the existing file.

The Acqjob.log file

In addition to the `acqnotes.xxxx.inp` and `acqrprts.xxxx.inp` files, when running any acquisitions job an `acqjob.log` file is generated and placed in the `/m1/voyager/xxxdb/rpt` directory.

The Acquisitions Batch Jobs

This section explains the purpose of each of the Acquisitions batch jobs and the message expected in the `acqjob.log` file after the job is run

Order Claim/Cancel Processing (Acqjob 1)

This acquisitions batch job updates line item copies on purchase orders to System Claim or System Cancel, if the Claim Interval or Cancel After date has been surpassed.

IMPORTANT:
*Acqjob 1 does **not** generate the input file. It marks a line item as System Claim or System Cancel. After a line item has been marked it is sent to the Problems list (**Acquisitions> Order Maintenance> Problems**) from which a claim or cancellation notice can be generated. This is when the .inp file is created on the server.*

Therefore to create the `.inp` file you must go into the Acquisitions module to generate the claim or cancellation.

For a detailed explanation of how Acqjob 1 determines whether items should be marked with System Claim or System Cancel, see the *Voyager Acquisitions User's Guide*.

NOTE:
Acqjob 1 is a batch job that should be run daily. This job is added to a cron as part of the installation process.

The `acqjob.log` should include the day, date, time entry, and possibly the following messages.

```
Processing Monographic Claims... COMPLETED
Processing Serial Issues Not Received... COMPLETED
Processing Serial Claims... COMPLETED
```

Open Orders Report (Acqjob 2)

This acquisitions batch job lists all open orders for specific (or all) order locations and specific (or all) ledgers.

An open order is determined by a looking at the line item copy status and its invoice status. See the *Voyager Acquisitions User's Guide* for more information.

It is a tool to identify where line items are in the order process. For example, if a line item's status is Received Complete but it has not been invoiced, a decision can be made regarding paying for the item out of the current year's funds. In this case, the Open Orders Report would alert you to the fact that this line item should be invoiced prior to running Fiscal Period Close (see the *Voyager Acquisitions User's Guide*), or the line item be rolled over and the funds recommitted.

There are various statuses on the Open Orders Report. If the Open Orders invoice status is Pending, it means that no invoice exists. If the Open Orders invoice status is Invoice Pending, it means that there is a pending invoice. If the Open Orders invoice status is Invoiced, there is an approved invoice.

The `acqjob.log` should include the day, date, time entry, and possibly the following message.

```
Processing Open Order Report... COMPLETED
```

Fund Snapshot Report-Global Distribution (Acqjob 3)

This acquisitions batch job provides a fund snapshot report including information on all Ledgers/Funds.

When running this report you must select one (or all) fiscal periods.

The `acqjob.log` should include the day, date, time entry, and possibly the following message.

```
Processing Fund Snapshot Report... COMPLETED
```

Rollover Status Report-Global Distribution (Acqjob 4)

This acquisitions batch job produces two Rollover Status reports. One report is the copy rollover status report, the other report the fund rollover status report.

When running this report you need to have the rollover date.

The `acqjob.log` should include the day, date, time entry, and possibly the following messages.

```
Thu Jan 31 17:54:26 2002 Processing Rollover Status
Report...

Thu Jan 31 17:54:26 2002 ...COMPLETED
```

NOTE:
One additional batch job, `Pfpc_run`, may generate an `acqrprts.xxxx.inp` file. This job runs the Fiscal Period Close program. If the site wants they can generate reports when running this batch job. The reports are the open orders before rollover report (record type 04), the open orders after rollover reports (record type 05), the fund snapshot before rollover report (record type 06), and the fund snapshot after rollover report (record 07). See the *Voyager Acquisitions User's Guide* for more information on Fiscal Period Close and this batch job.

Running Acquisitions Batch Jobs

To run these batch jobs on the server, the operator enters the appropriate command line at the `/m1/voyager/xxxdb/sbin` prompt. To do this the operator needs to know the job number and the specific options to use.

Table 2-3 provides a list of the options and their descriptions.

Table 2-3. Acquisitions batch job options codes and description

Option Code	Description
-d<database>	Name of database with which to connect
-u<user/password>	User's name and password: use the format <user/password>. For example, for user name Don and password Moose Enter -uDon/Moose
-j<job #>	Number of the job you want to run (1 through 4)
-o<location>	Location name or number (for Job 2 only)
-e<ledger>	Ledger name or number (for Job 2 only)
-f<fiscal period #>	Fiscal period number (for Job 3 only)
-r<YYYY-MM-DD>	Roll date (for Job 4 only)
-n<run #>	Run number of the rollover
-l	List job options

Table 2-3. Acquisitions batch job options codes and description

Option Code	Description
-v	Display version information
-h	Display usage/help statement

Procedure 2-1. Running acquisitions batch jobs at the command line

Use the following to run acquisitions batch jobs at the command line.

The example in this procedure illustrates how to run Acqjob 2 (Open Orders report) for all order locations and the ledger named General.

1. At the `/m1/voyager/xxxdb/sbin` directory on your server, enter the command line

   Pacqjob -j2 -oALL -eGeneral

   This command instructs the server to run Acqjob 2, for all order locations, for the ledger named General.

   Result: The job runs. The screen displays that it is processing the Open Order Report, displays the completed message when done, then it returns to the `/m1/voyager/xxxdb/sbin` directory (see Figure 2-1).

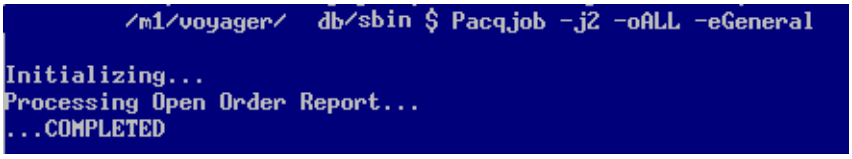


Figure 2-1. Display when running Acquisitions batch job (Acqjob 2)

The `acqjob.log` should include the day, date, time entry, and possibly the following message.

Processing Open Order Report... COMPLETED

Procedure 2-2. Running Pacqjob 2 in a step-by step manner

This procedure gives an example of how to run Pacqjob 2 in a step-by-step manner using the system prompts to provide the additional information needed to run the job.

1. At the `sbin` prompt enter **`Pacqjob`**

   Result: The system prompts you to select the batch job you want to run, (see Figure 2-2).

```
Initializing...
    1 -- Order Claim/Cancel Processing
    2 -- Open Order Report
    3 -- Fund Snapshot Report -- Global Distribution
    4 -- Rollover Status Report -- Global Distribution

    5 -- Fix Exchange Rate

   99 -- Quit


Process Job #?
```

Figure 2-2. Prompt for the number of the batch job to run

2. Enter the number of the job. In this example, enter **`2`**

   Result: Since this job requires location information, the location prompt appears, with a list of locations and their corresponding numbers (see Figure 2-3).

```
    0 -- Acquisitions
    1 -- Other Branch Acq. Desk
    2 -- ALL
Select Order Location #:
```

Figure 2-3. Prompt for the location number

3. Enter the number of the Location, for example, enter **`0`**, for the Acquisitions location.

   Result: Since this job requires ledger information, the ledger prompt appears, with a list of ledgers and their corresponding numbers (see Figure 2-4).

```
 0 -- 02 Test Ledger            : 2002            (01/01/2002 - 12/31/2002)
 1 -- 2002                      : 2002            (01/01/2002 - 12/31/2002)
 2 -- Book 1                    : 2002            (01/01/2002 - 12/31/2002)
 3 -- Book 2                    : 2002            (01/01/2002 - 12/31/2002)
 4 -- Book 3                    : 2002            (01/01/2002 - 12/31/2002)
 5 -- Daryl's 2002 Ledger       : 2002            (01/01/2002 - 12/31/2002)
 6 -- EISI 1999 (Format & Subje : 1999            (01/01/1999 - 12/31/1999)
 7 -- EISI 1999 (Format & Subje : 1999            (01/01/1999 - 12/31/1999)
 8 -- EISI 1999-2000 (Departmen : 1999-2000       (07/01/1999 - 06/30/2000)
 9 -- EISI 1999-2000 (Subject & : 1999-2000       (07/01/1999 - 06/30/2000)
10 -- EISI 2000 (Format & Subje : 2000            (01/01/2000 - 12/31/2001)
11 -- EISI 2000 (Format & Subje : 2000            (01/01/2000 - 12/31/2001)
12 -- EISI 2002                 : 2002            (01/01/2002 - 12/31/2002)
13 -- EISI 2002 Ex. 2           : 2002            (01/01/2002 - 12/31/2002)
14 -- ALL
Select Ledger #:
```

Figure 2-4. Prompt for the ledger number

4. Enter the ledger number. In this example, entering **`14`** would correspond to ALL the ledgers.

   Result: The system begins to run the job, when completed the system displays the `COMPLETED` message (see Figure 2-5).

```
Processing Open Order Report...
...COMPLETED
```

Figure 2-5. The batch job is completed

If you want to run a server activity using a telnet session, and you do not want to perform it interactively, you can use the following command line to make certain that the activity continues, even if the telnet session is lost,

nohup <activity with parms> &

where <activity with parms> is the command followed by any required and optional parameters. This command will not guarantee that the activity will be completed if the server itself is not available.

After running these jobs the input files, `acqrprts.xxxx.inp` and/or `acqnotes.xxxx.inp`, are placed in the `/m1/voyager/xxxdb/rpt` directory. They are available to Reporter such that the Acquisitions reports and notices can be printed or e-mailed.

Creating input files using WebAdmin - Acquisitions Utilities

WebAdmin is a web-based program from which users can run server batch jobs. For information on setting up and logging in to WebAdmin, see the *Voyager Technical User's Guide*.

Instead of starting a telnet session and entering the batch job commands at a command line prompt, WebAdmin allows users to run batch jobs using a web browser.

WebAdmin works in exactly the same way as the batch jobs because WebAdmin uses the existing batch jobs in order to do the processing. You can also access the log and report files that are created by the batch jobs through WebAdmin.

After logging in to WebAdmin, the WebAdmin main page displays (see Figure 2-6).

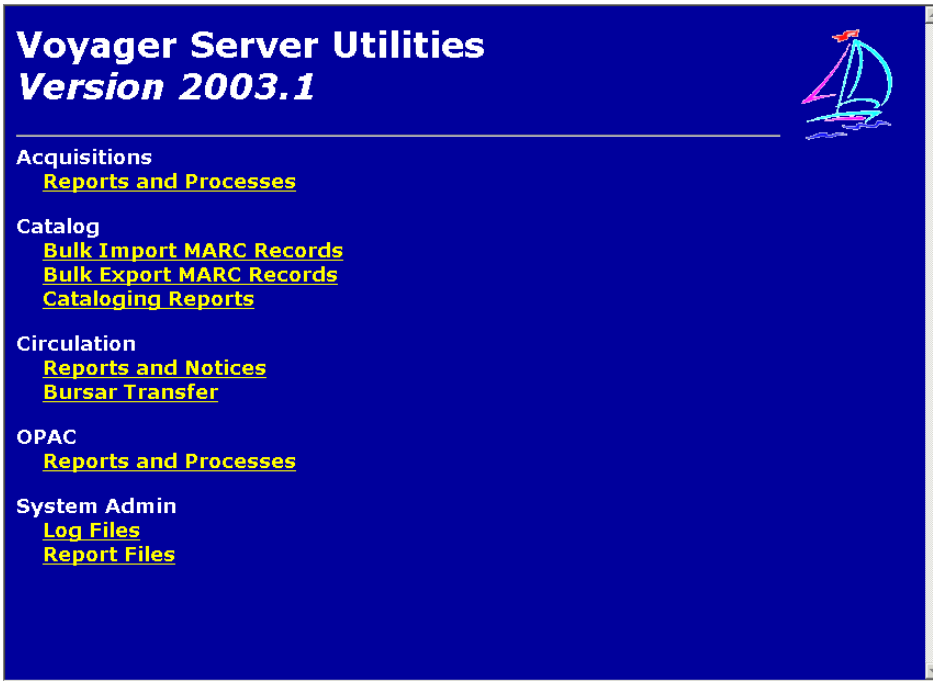


Figure 2-6. WebAdmin Main Page

From this page users select the utilities corresponding to the specific modules and can further choose specific batch jobs. Users can access the batch jobs by clicking the appropriate link.

The Acquisitions Reports and Processes utility allows users to run the Acquisitions reports and notices. Users can run Acquisitions batch jobs to produce reports and notices. See Creating Input Files for Acquisitions on page 2-3.

Procedure 2-3. Running Acquisitions batch jobs using WebAdmin

Use the following to run the Acquisitions Reports and Processes Utility.

1. From the WebAdmin main page (Figure 2-6), Acquisitions section, click the Reports and Processes link.

   Result: The **Acquisitions Reports and Notices** page displays (see Figure 2-7).

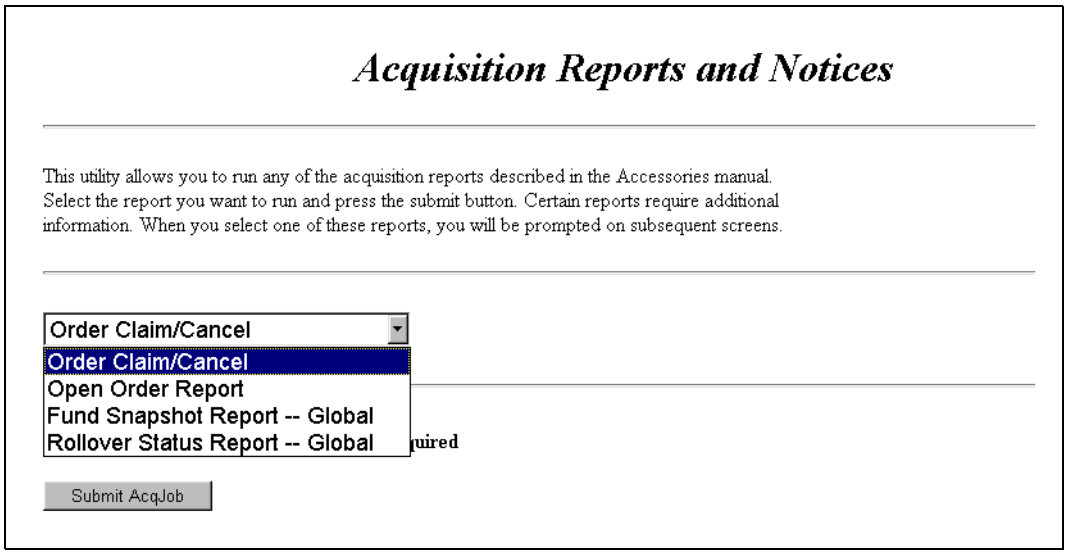

Acquisition Reports and Notices
This utility allows you to run any of the acquisition reports described in the Accessories manual. Select the report you want to run and press the submit button. Certain reports require additional information. When you select one of these reports, you will be prompted on subsequent screens.
Order Claim/Cancel
Order Claim/Cancel
Open Order Report
Fund Snapshot Report -- Global
Rollover Status Report -- Global
Submit AcqJob

Figure 2-7. WebAdmin Acquisitions Reports and Notices page

2. From the drop-down menu
   a. select the Acquisitions job that you want to run, by highlighting it.
   b. enter your e-mail address in the **E-Mail Address** field.

NOTE:
Note: you must enter the entire email address (that is, user@hostname.com) in order for the e-mail to be sent.

c. click the **Submit Acqjob** button.

NOTE:
The utility will prompt you for any additional information that it requires in order to run that batch job.

For example, when choosing the open order report acquisitions job (number two), the user must also define the location and the ledger. Because of this, a job options page displays with drop down menus allowing the user to make the selections.

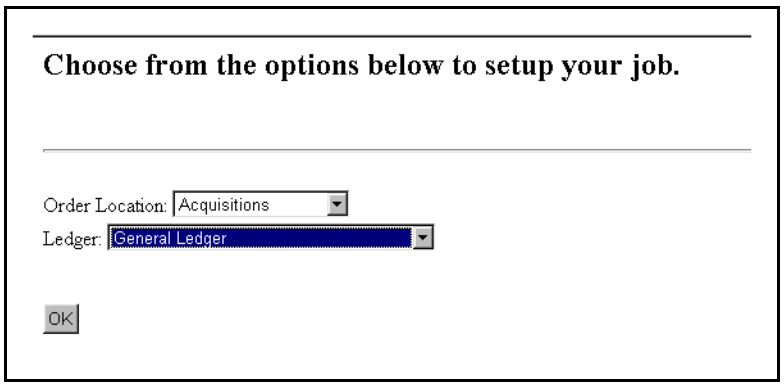


Figure 2-8. Job options page

After making the selections necessary for the job selected the user clicks the **OK** button (see Figure 2-8).

Result: The job runs, the **Job Scheduler** page displays, and an e-mail is sent to the user (see Figure 2-9).

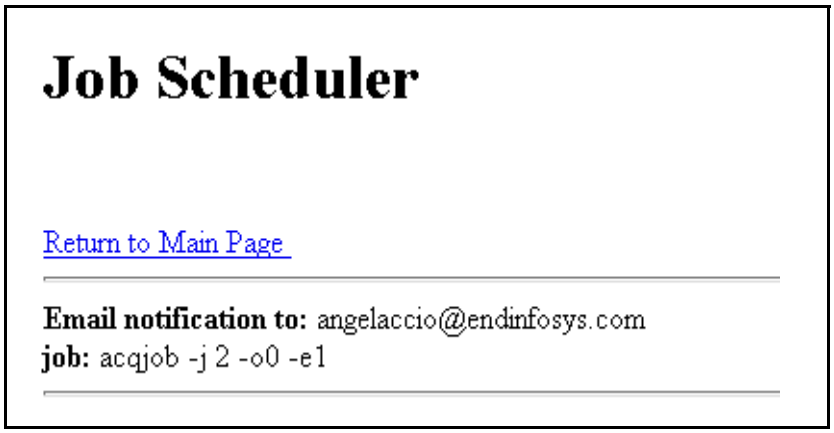


Figure 2-9. Job Scheduler Page after submitting Acquisitions job number two using WebAdmin

Once the `acqrprts.xxxx.inp` and/or `acqnotes.xxxx.inp` are generated and placed in the `/m1/voyager/xxxdb/rpt` directory, they are available for the Reporter module to produce the report and/or notice.

Creating Input Files for Cataloging

To create the reports for Cataloging you must run cataloging batch jobs on the server.

There are ten batch jobs that can be run on the server to generate report input files for Cataloging.

There are three other cataloging batch jobs that do not produce input files, therefore they are not run through Reporter. These jobs, Catjob 11 through Catjob 13 are discussed in the *Voyager Technical User's Guide*, and the "Global Headings Change" section of the *Voyager Cataloging User's Guide*.

Table 2-4 provides on overview of these jobs, including the job number, job name, the name of the report, and the record type.

For Cataloging batch jobs, the file that is created is always named `catrprts.xxxx.inp`.

Since there are no cataloging notices, there is no `catnotes.xxxx.inp` file.

Table 2-4. Cataloging batch jobs

Cataloging Batch Job Number	Cataloging Batch Job Name	Report Name	Record Type Number
Catjob 1	Unauthorized Subject Headings Report	Unauthorized Subject Headings	Type 00
Catjob 2	Unauthorized Name Headings Report	Unauthorized Name Headings	Type 01
Catjob 3	Unauthorized Title Headings Report	Unauthorized Title Headings	Type 02
Catjob 4	Unauthorized Name/Title Headings Report	Unauthorized Name/Title Headings	Type 03
Catjob 5	Duplicate Authorized Headings Report	Duplicate Authority Records	Type 05
Catjob 6	'See' References With Linked Bib Records Report	See Ref's with linked bib records	Type 06
Catjob 7	'See' References Authorized In Another Authority Record Report	See Refs authorized in another record	Type 07
Catjob 8	'See Also' Reference Without Corresponding Authority Record Report	See Also Refs without an Authority record	Type 08
Catjob 9	HTTP Verification - Within Date Range	856 Link Failure report	Type 09
Catjob 10	HTTP Verification - All New Links	856 Link Failure report	Type 09

After the job is run the input file `catrprts.xxxx.inp` is created. Where the xxxx in the filename corresponds to the print location code as defined in the System Administration module's **Systems - Print Locations** work space, see the *Voyager System Administration User's Guide* for additional information.

It is located in the in the `/m1/voyager/xxxdb/rpt` directory (where `xxxdb` represents the database username).

The format of the `catrprts.xxxx.inp` file follows the Cataloging Reports Standard Interface File format (SIF) as described in the *Voyager Technical User's Guide*.

NOTE:
If an input file already exists, Catalog will add the current report record(s) to the existing file.

The Catjob.log File

In addition to the `catrprts.xxxx.inp`, when running any Cataloging job a `catjob.log` file is generated and placed in the `/m1/voyager/xxxdb/rpt` directory.

The Cataloging batch jobs

This section explains the purpose of each of the Cataloging batch job and the message expected in the `catjob.log` file after the job is run.

The Cataloging batch jobs primarily center around authority headings. Catjobs 1 through 4 produce reports of headings used in bibliographic records for which there are no authority records in your database. Catjob 5 lists the authority records in your database that are duplicates. Catjobs 6 through 8 also deal with authorities, producing reports about your 'See' and 'See also' references. Catjobs 9 and 10 evaluate any hypertext links you may have in the 856 tags of your bibliographic or holdings records. Finally, the 3 remaining catjobs 11 through 13 are for global headings changes. These are not run through Reporter, see the *Voyager Technical User's Guide* for information on how to run these jobs.

NOTE:
None of the cataloging batch jobs are required to be run.

IMPORTANT:
If your institution uses the unauthorized headings reports, these reports should be run immediately before and immediately after an upgrade. This will allow your institution to evaluate the headings from before and after the index regeneration that is part of the Voyager upgrade. Also, please note that the 'Create Date' associated with these headings will change to the date of the upgrade. Therefore, using date ranges for the Catjob reports, there will be a large number unauthorized headings if you include the date of the upgrade.

Unauthorized Subject Headings Report (Catjob 1)

This batch job generates a report of all subject headings in use that do not have an authority record. That is, when there is a subject heading in a bibliographic record that does not link to an authority record in your database, it is considered an unauthorized heading and goes on the report.

Additionally, this job also includes unauthorized subdivisions.

Sites can use this report as a tool for determining what authority work needs to be done on their database.

This job requires start and end dates.

It processes all your bibliographic records in groups. The message `Headings processed in ##'s` displays. Also hash marks display to indicate the job is progressing.

It is recommended to wait until after hours when everyone is logged of the cataloging module to run this job.

The `catjob.log` file should include the day, date, time entry, and possibly the following messages.

Tue Jan 15 09:53:38 2002 Job execution begun

Tue Jan 15 09:53:38 2002 Connection to Voyager Database successful...

Tue Jan 15 09:53:39 2002 Subject Report

Tue Jan 15 10:22:46 2002 processed 225 headings of type Subject

Tue Jan 15 10:32:46 2002 Job execution complete

Unauthorized Name Headings Report (Catjob 2)

This batch job generates a report of all name headings in use that do not have an authority record. That is, when there is a name heading in a bibliographic record that does not link to an authority record in your database, it is considered an unauthorized heading and goes on the report.

Additionally, this job also includes unauthorized subdivisions.

Sites can use this report as a tool for determining what authority work needs to be done on their database.

This job requires start and end dates.

It processes all your bibliographic records in groups. The message `Headings processed in ##'s` displays. Also hash marks display to indicate the job is progressing.

It is recommended to wait until the evening when everyone is logged of the cataloging module to run this job.

The `catjob.log` file should include the day, date, time entry, and possibly the following messages.

Tue Jan 15 10:32:11 2002 Job execution begun

Tue Jan 15 10:32:11 2002 Connection to Voyager Database successful...

Tue Jan 15 10:32:12 2002 Name Report

Tue Jan 15 10:44:32 2002 processed 0 headings of type Name

Tue Jan 15 10:54:11 2002 Job execution complete

Unauthorized Title Headings Report (Catjob 3)

This batch job generates a report of all title headings in use that do not have an authority record. That is, when there is a title heading in a bibliographic record that does not link to an authority record in your database, it is considered an unauthorized heading and goes on the report.

Additionally, this job also includes unauthorized subdivisions.

Sites can use this report as a tool for determining what authority work needs to be done on their database.

This job requires start and end dates.

It processes all your bibliographic records in groups. The message `Headings processed in ##'s` displays. Also hash marks display to indicate the job is progressing.

The `catjob.log` file should include the day, date, time entry, and possibly the following messages.

Tue Jan 15 11:00:45 2002 Job execution begun

Tue Jan 15 11:00:46 2002 Connection to Voyager Database successful...

Tue Jan 15 11:00:48 2002 Title Report

Tue Jan 15 11:02:14 2002 processed 0 headings of type Title

Tue Jan 15 11:04:14 2002 Job execution complete

Unauthorized Name/Title Headings Report (Catjob 4)

This batch job generates a report of all name/title headings in use that do not have an authority record. That is, when there is a name/title heading in a bibliographic record that does not link to an authority record in your database, it is considered an unauthorized heading and goes on the report.

Additionally, this job also includes unauthorized subdivisions.

Sites can use this report as a tool for determining what authority work needs to be done on their database.

This job requires start and end dates.

It processes all your bibliographic records in groups. The message `Headings processed in ##'s` displays. Also hash marks display to indicate the job is progressing.

The `catjob.log` file should include the day, date, time entry, and possibly the following messages.

Tue Jan 15 11:06:10 2002 Job execution begun

Tue Jan 15 11:06:11 2002 Connection to Voyager Database successful...

Tue Jan 15 11:06:12 2002 Name/Title Report

Tue Jan 15 11:13:33 2002 processed 0 headings of type Name/Title

Tue Jan 15 11:15:45 2002 Job execution complete

NOTE:
These jobs can take several hours. The system might seem to be hanging but it is not. Once the job brings back the first hundred records it will notify you. You can verify that the job is working, you can open a second telnet session and do an `ls -l` command from the `/m1/voyager/xxxdb/report` directory and look for the `catrpts.xxx.inp` file that is being generated, note the file size, then look again after a few moments and check the size again. The file size should be increasing.

Duplicate Authorized Headings Report (Catjob 5)

This batch job generates a report of headings, listed in alphabetical order, that are authorized by multiple authority records. The report is generated by matching the contents of the 008 and of the 1XX fields. When prompted for information, enter the letter with which you want to begin or end the report as prompted.

Sites can use this report as a tool for determining what authority work needs to be done on their database.

When prompted for information, enter the letter with which you want to begin and also the letter you want to go to, that is from heading and to heading.

It processes all your authority records in groups. The message `Headings processed in ##'s` displays. Also hash marks display to indicate the job is progressing.

The `catjob.log` file should include the day, date, time entry, and possibly the following messages.

Tue Jan 15 09:18:53 2002 Job execution begun

Tue Jan 15 09:18:55 2002 Connection to Voyager Database successful...

Tue Jan 15 09:19:02 2002 duplicate authority report

Tue Jan 15 09:19:13 2002 In reporting routine - duplicate authority

Tue Jan 15 09:28:53 2002 Job execution complete

'See' References With Linked Bib Records Report (Catjob 6)

This batch job generates a report of 4XX headings that have bibliographic records attached to them.

Sites can use this report as a tool for determining what authority work needs to be done on their database.

When prompted for information, enter the letter with which you want to begin and also the letter you want to go to, that is from heading and to heading.

It processes all the records in groups. The message `Headings processed in ##'s` displays. Also hash marks display to indicate the job is progressing.

The `catjob.log` file should include the day, date, time entry, and possibly the following messages.

Tue Jan 15 09:18:53 2002 Job execution begun

Tue Jan 15 09:18:55 2002 Connection to Voyager Database successful...

Tue Jan 15 09:29:01 2002 reference with linked bib report

Tue Jan 15 09:29:07 2002 In reporting routine - see reference

Tue Jan 15 09:28:53 2002 Job execution complete

'See' References Authorized In Another Authority Record Report (Catjob 7)

This batch job generates a report of 4XX headings that match the 1XX field of other Authority records.

Sites can use this report as a tool for determining what authority work needs to be done on their database.

When prompted for information, enter the letter with which you want to begin and also the letter you want to go to, that is from heading and to heading.

It processes all your authority records in groups. The message `Headings processed in ##'s` displays. Also hash marks display to indicate the job is progressing.

The `catjob.log` file should include the day, date, time entry, and possibly the following messages.

Tue Jan 15 09:34:30 2002 Job execution begun

Tue Jan 15 09:34:31 2002 Connection to Voyager Database successful...

Tue Jan 15 09:34:33 2002 reference authorized in authority record report

Tue Jan 15 09:34:37 2002 In reporting routine - see reference auth

Tue Jan 15 09:36:30 2002 Job execution complete

'See Also' Reference Without Corresponding Authority Record Report (Catjob 8)

This batch job generates a report of Authority records that have a 5XX field that does not match the 1XX field of any Authority records.

Sites can use this report as a tool for determining what authority work needs to be done on their database.

When prompted for information, enter the letter with which you want to begin and also the letter you want to go to, that is from heading and to heading.

It processes all your authority records in groups. The message `Headings processed in ##'s` displays. Also hash marks display to indicate the job is progressing.

The `catjob.log` file should include the day, date, time entry, and possibly the following messages.

```
Tue Jan 15 09:40:39 2002 Job execution begun

Tue Jan 15 09:40:40 2002 Connection to Voyager Database
successful...

Tue Jan 15 09:40:46 2002 reference without
corresponding auth report

Tue Jan 15 09:40:48 2002 In reporting routine - see
reference

Tue Jan 15 09:42:39 2002 Job execution complete
```

HTTP Verification - Within Date Range (Catjob 9)

This batch job checks links in the 856 fields of the bibliographic and holdings records that were last checked between the dates specified in the date range to find out whether or not they are valid.

Sites should run this job to go back and re-check links that have previously been checked.

This job requires a date range. The date range refers to the last time that specific job was run for those links. This is targeted at large sites where they may have a large amount of http links to verify and they don't need to re-verify those links which were just checked a week or two ago.

It allows a site to select a smaller range instead of checking all the links. As an example, if you had 5,000 links in the database, you would probably only want to check the oldest 500 or so. It depends upon the number of links, how many customers are using the system at the time and what type of accuracy the site needs regarding valid links.

The `catjob.log` file should include the day, date, time entry, and possibly the following messages.

```
Tue Jan 15 09:50:15 2002 Job execution begun

Tue Jan 15 09:50:15 2002 Connection to Voyager Database
successful...

Tue Jan 15 09:50:16 2002 HTTP Verify - Date Range

Tue Jan 15 09:50:37 2002 Opening report file...

Tue Jan 15 09:50:37 2002 Building HTTP Bad Link Date
Range Report...

Tue Jan 15 09:50:37 2002 Processed 0 Valid HTTP Links
```

Tue Jan 15 09:59:15 2002 Job execution complete

HTTP Verification - All New Links (Catjob 10)

This batch job checks every new 856 field link, for both the bibliographic and holdings records, in the database to determine whether or not they are valid. That is, catjob 10 is to check all new links.

The screen display will read `Selecting and verifying HTTP links... Please wait...`, and hash marks display.

The `catjob.log` file should include the day, date, time entry, and possibly the following messages.

Tue Jan 15 09:46:10 2002 Job execution begun.

Tue Jan 15 09:46:10 2002 Connection to Voyager Database successful...

Tue Jan 15 09:46:11 2002 HTTP Verify - All

Tue Jan 15 09:46:11 2002 Opening report file...

Tue Jan 15 09:46:11 2002 Building HTTP Bad Link Report...

Tue Jan 15 09:49:24 2002 Processed 24 Valid HTTP Links

Tue Jan 15 09:49:24 2002 Processed 44 Invalid HTTP Links

Tue Jan 15 09:55:10 2002 Job execution complete

NOTE:
Catjob 10 ***does not*** revalidate links that have previously been validated, whereas catjob 9 ***does*** revalidate links. As a result, you should run catjob 10 first to validate all new links then run catjob 9 to revalidate links that were last checked within the specified date range.

Running cataloging batch jobs

To run these batch jobs on the server, the operator enters the appropriate command line at the `/m1/voyager/xxxdb/sbin` prompt. To do this the operator needs to know the job number and the specific options to use.

Table 2-5 provides a list of the options and their descriptions

Table 2-5. Cataloging batch job options codes and description

Option Code	Description
-d<database>	Name of database with which to connect
-u<user/password>	User's name and password: use the format <user/password>. For example, for user name Don and password Moose Enter -uDon/Moose
-j<job #>	Number of the job you want to run (1 through 4)
-s<YYYY-MM-DD>	Start date for jobs 1, 2, 3, 4, and 9
-e<YYYY-MM-DD>	End date for jobs 1, 2, 3, 4, and 9. The date that you enter after -e will not be included in the report. Therefore enter the date one day after the end date for which you want information. For example, to get a report for the month of January enter **`-s YYYY-01-01`** and **`-eYYYY-02-01`**. To run a report for a single day, include the day you want as the start and the following day as the end date. For example, entering **`-s 2002-02-10 -e2002-02-11`** would result in a report for 02-10-2002.
-f<from heading>	For jobs 5 through 8, the point in the alphabet from which the job should start including records. For example, if you want your headings list to begin at ch and include subsequent records, you would enter **`-f ch`**. To get only headings beginning with the letter z, for the from parameter enter z and do not enter any letter for the to parameter. Digits are considered to be before the letter a in the alphabet.

Table 2-5. Cataloging batch job options codes and description

Option Code	Description
-t<to heading>	For jobs 5 through 8, the point in the alphabet from which the job should stop including records. When a range of letters is used, the report will run up to the -t (To) parameter letter. It doesn't include that letter. Therefore, if you want your headings list to end at q, you would enter **`-t r`**. Digits are considered to be before the letter a in the alphabet.
-l	List job options.
-v	Display version information.
-h	Display usage/help statement.

Procedure 2-4. Running cataloging batch jobs at the command line

Use the following to run Cataloging batch jobs at the command line.

The example in this procedure illustrates how to run Catjob 5, Duplicate Authorized Headings Report from headings beginning with A to headings beginning with F.

1. At the `/m1/voyager/xxxdb/sbin` directory on your server, enter the command line

   `Pcatjob -j5 -fA -tF`

   This instructs the server run Pcatjob number 5, begin with headings that start with A and end with headings that start with F.

   Result: The job runs. The screen displays that it is processing headings in groups of 50, then displays the disconnecting message when done, then it returns to the `/m1/voyager/xxxdb/sbin` directory (see Figure 2-10).

```
        /m1/voyager/  db/sbin $ Pcatjob -j5 -fA -tF
Headings processed in 50s:
############################################################

Disconnecting...
```

Figure 2-10. Display when running Cataloging batch job (Catjob 5)

The `catjob.log` file then displays:

Fri Dec 28 10:45:02 2001 Job execution begun.

Fri Dec 28 10:45:03 2001 Connection to Voyager Database successful...

Fri Dec 28 10:45:03 2001 duplicate authority report

Fri Dec 28 10:45:03 2001 In reporting routine - duplicate authority.

Fri Dec 28 10:49:13 2001 Job execution complete.

If you look at the `catrprts.xxxx.inp` file, there will be entries of record type 05. See Figure 2-11 which displays a portion of that file.

```
05¦97.2¦A - F¦Name¦Eucken, Rudolf, 1846-1926¦¦EUCKEN RUDOLF 1846 1926¦¦41765
05¦97.2¦A - F¦Subject¦Eucken, Rudolf, 1846-1926¦¦EUCKEN RUDOLF 1846 1926¦¦41765
05¦97.2¦A - F¦Name¦Eucken, Rudolf, 1846-1926¦¦EUCKEN RUDOLF 1846 1926¦¦47809
05¦97.2¦A - F¦Subject¦Eucken, Rudolf, 1846-1926¦¦EUCKEN RUDOLF 1846 1926¦¦47809
05¦97.2¦A - F¦Name¦Euripides¦¦EURIPIDES¦¦15161
05¦97.2¦A - F¦Subject¦Euripides¦¦EURIPIDES¦¦15161
05¦97.2¦A - F¦Name¦Euripides¦¦EURIPIDES¦¦44906
05¦97.2¦A - F¦Subject¦Euripides¦¦EURIPIDES¦¦44906
```

Figure 2-11. Catrprts.xxxx.inp file with record type 05 after running Catjob 5

NOTE:
Batch jobs can be run in a step-by step manner by entering the command **`Pcatjob`** at the sbin prompt and then following the system prompts to provide the additional information needed to run the job.

If you want to run a server activity using a telnet session, and you do not want to perform it interactively, you can use the following command line to make certain that the activity continues, even if the telnet session is lost,

```
nohup <activity with parms> &
```

where <activity with parms> is the command followed by any required and optional parameters. This command will not guarantee that the activity will be completed if the server itself is not available.

After you run the command, which generates the `catrprts.xxxx.inp`, it is placed in the `/m1/voyager/xxxdb/rpt` directory. You are now ready to run the Voyager Reporter so that the Cataloging reports can be printed.

There are three other catjobs, numbers 11 through 13, that can be run on the server to process global headings changes. These jobs do not create the `catrprts.xxxx.inp` file, so they do not have to be processed in the Reporter module. For information on these jobs see the *Voyager Technical User's Guide*.

Creating input files using WebAdmin - Cataloging Utilities

WebAdmin is a web-based program from which users can run server batch jobs. For information on setting up and logging in to WebAdmin, see the *Voyager Technical User's Guide*.

Instead of starting a telnet session and entering the batch job commands at a command line prompt, WebAdmin allows users to run batch jobs using a web browser.

WebAdmin works in exactly the same way as the batch jobs because WebAdmin uses the existing batch jobs in order to do the processing. You can also access the log and report files that are created by the batch jobs through WebAdmin.

After logging in to WebAdmin, the WebAdmin main page displays (see Figure 2-12).

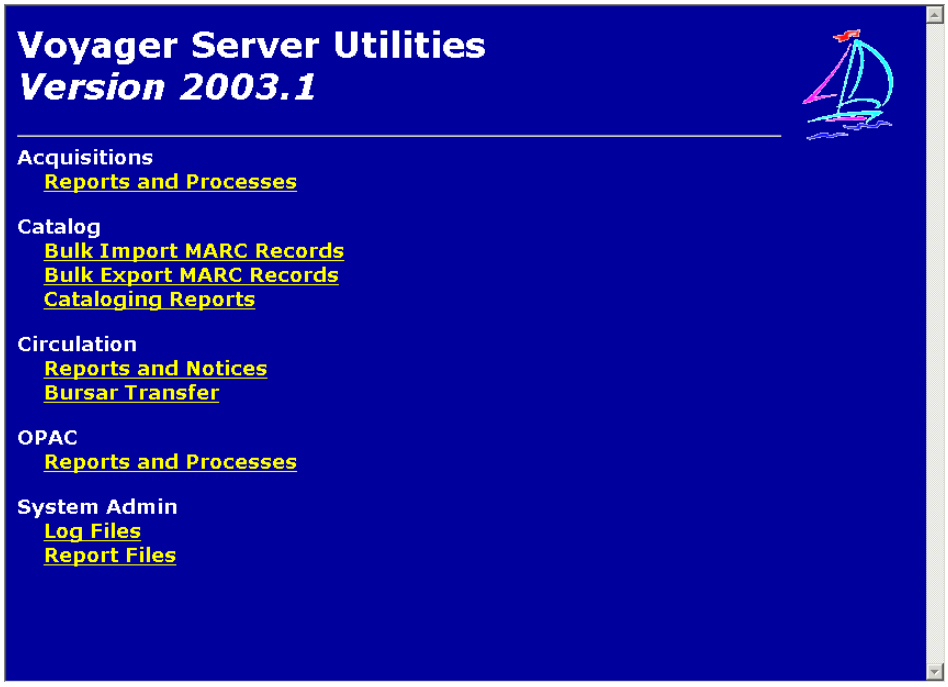


Figure 2-12. WebAdmin main page

From this page users select the utilities corresponding to the specific modules and can further choose specific batch jobs. Users can access the batch jobs by clicking the appropriate link.

The Cataloging Reports utility allows users to run the Cataloging reports. Users run Cataloging batch jobs to produce reports, see The Cataloging batch jobs on page 2-17.

Procedure 2-5. Running cataloging batch jobs using WebAdmin

Use the following to run the Cataloging Reports Utility.

1. From the WebAdmin main page (Figure 2-12), Cataloging section, click the Cataloging Reports link.

   Result: The **Cataloging Reports and Processes** page displays (see Figure 2-13).

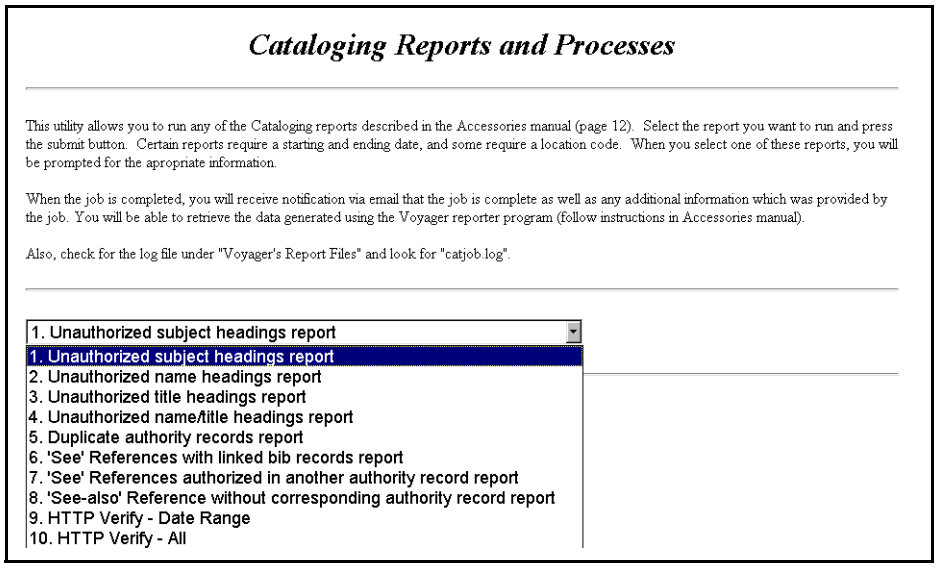

Cataloging Reports and Processes
This utility allows you to run any of the Cataloging reports described in the Accessories manual (page 12). Select the report you want to run and press the submit button. Certain reports require a starting and ending date, and some require a location code. When you select one of these reports, you will be prompted for the apropriate information.
When the job is completed, you will receive notification via email that the job is complete as well as any additional information which was provided by the job. You will be able to retrieve the data generated using the Voyager reporter program (follow instructions in Accessories manual).
Also, check for the log file under "Voyager's Report Files" and look for "catjob.log".
1. Unauthorized subject headings report
1. Unauthorized subject headings report
2. Unauthorized name headings report
3. Unauthorized title headings report
4. Unauthorized name/title headings report
5. Duplicate authority records report
6. 'See' References with linked bib records report
7. 'See' References authorized in another authority record report
8. 'See-also' Reference without corresponding authority record report
9. HTTP Verify - Date Range
10. HTTP Verify - All

Figure 2-13. WebAdmin Cataloging Reports and Processes page

2. From the drop-down menu

    a. select the Cataloging job that you want to run by highlighting it

    b. enter your e-mail address in the **E-Mail Address** field.

NOTE:
Note: you must enter the entire e-mail address (that is, user@hostname.com) in order for the e-mail to be sent.

    c. click the **Submit Catjob** button.

NOTE:
The utility will prompt you for any additional information that it requires in order to run the batch job selected.

For example, when choosing catjob 9, the user must also define start and end dates. Because of this, dialog boxes requesting this information display (see Figure 2-14). Enter any necessary information and click the **OK** button.

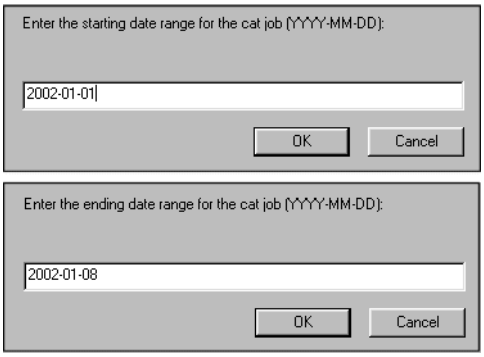


Figure 2-14. Dialog boxes requesting start and end dates

Result: The job runs, the **Job Scheduler** page displays (Figure 2-15), and an e-mail is sent to the user.

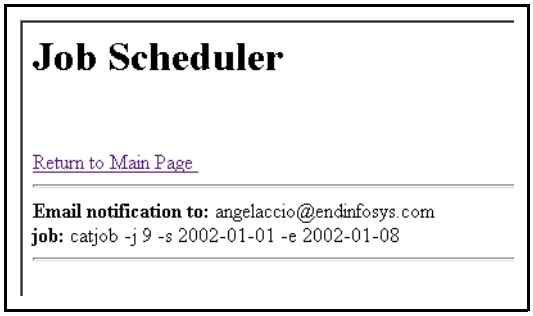


Figure 2-15. Job Scheduler Page after submitting Catjob 9 using WebAdmin

Once the `catrprts.xxxx.inp` file is generated and placed in the `/m1/voyager/xxxdb/rpt` directory, it is available for the Reporter module such that the reports can be printed.

Creating Input Files for Circulation

To create the Reports and Notices for Circulation you must run circulation batch jobs on the server.

There are many circulation batch jobs that produce either a `crcrprts.xxxx.inp` or a `crcnotes.xxxx.inp` input file to use with Voyager's Reporter module.

NOTE:
There are other circulation batch jobs that do not produce input files, therefore they are not run through Reporter. These jobs Circjob 1 Update Shelving Status, Circjob 8 Archive and Expire Call Slip Requests, Circjob 26 Export OPAC Requests, Circjob 27 Archive Short Loans, and Circjob 31 Patron Suspension, are discussed in the *Voyager Technical User's Guide*.

Table 2-6 provides on overview of these jobs including the job number, job name, name of the file produced, the name of the report or notice, and the record type.

Table 2-6. Circulation batch jobs

Circulation Batch Job Number	Circulation Batch Job Name	Report or Notice Name	Input File Name	Record Number Type
Circjob 2	Overdue Notices	Overdue Notice Recall-Overdue Notice	`crcnotes.xxxx.inp`	Type 02 Type 04
Circjob 3	Recall Notices	Recall Notice	`crcnotes.xxxx.inp`	Type 03
Circjob 4	Fine/Fee Notices	Fine/Fee Notice	`crcnotes.xxxx.inp`	Type 05
Circjob 5	Hold Recall Available Notices	Item Available Notice	`crcnotes.xxxx.inp`	Type 01
Circjob 6	Hold Recall Canceled Notices	Cancellation Notice	`crcnotes.xxxx.inp`	Type 00
Circjob 7	Courtesy (Due) Notices	Courtesy (due) Notice	`crcnotes.xxxx.inp`	Type 07
Circjob 12	All Daily Jobs	All of the output from jobs 1-8	`crcnotes.xxxx.inp`	Type 00 to Type 07
Circjob 14	Fine/Fee Statements (all fines/fees)	Statement of Fines/Fees	`crcnotes.xxxx.inp`	Type 06
Circjob 20	Reserved Items Active Report	Reserved Items Active Report	`crcrprts.xxxx.inp`	Type 00

Table 2-6. Circulation batch jobs

Circulation Batch Job Number	Circulation Batch Job Name	Report or Notice Name	Input File Name	Record Number Type
Circjob 21	Reserved Items Expired Report	Reserved Items Expired Rpt	`crcrprts.xxxx.inp`	Type 01
Circjob 22	Missing In Transit Report	Missing In Transit Rpt	`crcrprts.xxxx.inp`	Type 03
Circjob 23	Transaction Statistics Report	Circ Transaction Statistics Rpt	`crcrprts.xxxx.inp`	Type 04
Circjob 24	Transaction Exceptions	Circ Item-related Exceptions Rpt Circ Patron-related Exceptions Rpt Circ Transactn-related Exceptions Rpt	`crcrprts.xxxx.inp`	Type 05 Type 06 Type 07
Circjob 25	Global Transaction Statistics Report	Global Circ Transaction Statistics Rpt	`crcrprts.xxxx.inp`	Type 08
Circjob 28	Automatic Orders for Item Distribution	Distribution Item Order List Rpt	`crcrprts.xxxx.inp`	Type 09

The files created are named either `crcrprts.xxxx.inp` or `crcnotes.xxxx.inp`. Where the xxxx in the filename corresponds to the print location code as defined in the System Administration module's **Systems - Print Locations** work space, see the *Voyager System Administration User's Guide* for additional information.

The file is located in the in the `/m1/voyager/xxxdb/rpt` directory (where `xxxdb` represents the database username).

The format of the `crcrprts.xxxx.inp` file follows the Circulation Reports Standard Interface File format (SIF) as described in the *Voyager Technical User's Guide*. The format of the `crcnotes.xxxx.inp` file follows the Circulation Notices Standard *Interface File format (SIF) as described in the Voyager Technical User's Guide*.

NOTE:
If an input file already exists, Circulation will add the current report record(s) to the existing file.

The Circjob.log file

In addition to the `circnotes.xxxx.inp` and `circrprts.xxxx.inp` files, when running any circulation batch job a `circjob.log` file is generated and placed in the `/m1/voyager/xxxdb/rpt` directory.

The Circulation batch jobs

This section explains the purpose of each of the Circulation batch jobs and the message expected in the `circjob.log` file after the job is run.

Overdue Notices (Circjob 2)

This batch job produces standard overdue and recall overdue notices, as well as lost item processing (marks the item overdue or lost).

If a patron group in its Circulation Profile has the **E-mail Overdue Notices** or the **E-mail (Other) Overdue Notices** dialog boxes checked, that type of notice will be e-mailed and no notice will be printed. See "Circulation Policy Groups" in the *Voyager System Administration User's Guide* for more information.

It is recommended this job be run daily and can be set up as a cron.

The `circjob.log` file should include the day, date, time entry, and possibly the following messages.

```
Fri Dec 28 12:25:55 2001 Overdue Notices...
Fri Dec 28 12:26:04 2001...COMPLETED
```

Recall Notices (Circjob 3)

This batch job produces recall notices.

If a patron group in its Circulation Profile has the **E-mail Recall Notices** or the **E-mail (Other) Recall Notices** dialog boxes checked, the notice will be e-mailed and no notice will be printed. See "Circulation Policy Groups" in the *Voyager System Administration User's Guide* for more information.

It is recommended this job be run daily and can be set up as a cron.

The `circjob.log` file should include the day, date, time entry, and possibly the following messages.

```
Fri Dec 28 12:33:59 2001 Recall Notices...
Fri Dec 28 12:33:59 2001...COMPLETED
```

Fine/Fee Notices - new fines/fees only (Circjob 4)

This circulation batch job produces fine/fee notices for new fines/fees since the last execution of this job.

It is recommended this job be run daily and can be set up as a cron.

The `circjob.log` file should include the day, date, time entry, and possibly the following messages.

```
Fri Dec 28 12:38:21 2001 Fine Fee Notices...
Fri Dec 28 12:38:39 2001...COMPLETED
```

Hold Recall Available Notices (Circjob 5)

This circulation batch job produces notices when a recalled item is made available to the person who requested it.

If a patron group in its Circulation Profile has the **E-mail Item Available Notices** dialog box checked, the notice will be e-mailed and no notice will be printed. See "Circulation Policy Groups" in the *Voyager System Administration User's Guide* for more information.

It is recommended this job be run daily and can be set up as a cron.

The `circjob.log` file should include the day, date, time entry, and possibly the following messages.

```
Fri Dec 28 12:40:37 2001 Hold Recall Available
Notices...
Fri Dec 28 12:40:37 2001...COMPLETED
```

Hold Recall Canceled Notices (Circjob 6)

This circulation batch job produces notices that inform patrons when their hold request(s) have expired or been canceled without having been fulfilled.

If a patron group in its Circulation Profile has the **E-mail Cancellation Notices** dialog box checked, the notice will be e-mailed and no notice will be printed. See "Circulation Policy Groups" in the *Voyager System Administration User's Guide* for more information.

It is recommended this job be run daily and can be set up as a cron.

The `circjob.log` file should include the day, date, time entry, and possibly the following messages.

`Fri Dec 28 12:42:33 2001 Request Expired/Cancelled Notices...`

`Fri Dec 28 12:42:34 2001...COMPLETED`

Courtesy (Due) Notices (Circjob 7)

This circulation batch job produces notices to remind patrons that items in their possession are due or due shortly.

If a patron group in its Circulation Profile has the **E-mail Courtesy Notices** dialog box checked, the notice will be e-mailed and no notice will be printed. See "Circulation Policy Groups" in the *Voyager System Administration User's Guide* for more information.

It is recommended this job be run daily and can be set up as a cron.

The `circjob.log` file should include the day, date, time entry, and possibly the following messages.

`Fri Dec 28 12:44:06 2001 Courtesy Notices...`

`No courtesy notice interval set.` This is the message received when the site does not use Courtesy Notices.

All Daily Jobs (Circjob 12)

This circulation batch job runs circulation batch jobs 1 through 7. It updates the shelving status, runs the various notice producing jobs, and runs the accrued fine/demerit batch job all in one big batch job. It also includes circjob numbers 27, archive short loans, which should also be run each day for proper circulation functioning.

NOTE:
Circjob 12 should be run daily. This job is added to a cron as part of the installation process. Many sites run this in the early morning hours.

The `circjob.log` file should include the day, date, time entry, and possibly the following messages.

```
Fri Dec 28 12:51:19 2001 All Daily Jobs...
Fri Dec 28 12:51:19 2001 Update Shelving Status...
Fri Dec 28 12:51:20 2001...COMPLETED
Fri Dec 28 12:51:20 2001 Overdue Notices...
Fri Dec 28 12:51:22 2001...COMPLETED
Fri Dec 28 12:51:22 2001 Recall Notices...
Fri Dec 28 12:51:22 2001...COMPLETED
Fri Dec 28 12:51:22 2001 Fine Fee Notices...
Fri Dec 28 12:51:23 2001...COMPLETED
Fri Dec 28 12:51:23 2001 Hold Recall Available
Notices...
Fri Dec 28 12:51:23 2001...COMPLETED
Fri Dec 28 12:51:23 2001 Request Expired/Cancelled
Notices...
Fri Dec 28 12:51:23 2001...COMPLETED
Fri Dec 28 12:51:23 2001 Courtesy Notices...
Fri Dec 28 12:51:23 2001...COMPLETED
Fri Dec 28 12:51:36 2001 Archive and Expire Call Slip
Requests...
Fri Dec 28 12:51:36 2001...COMPLETED
Fri Dec 28 12:51:36 2001 All Daily Jobs... COMPLETED
```

Fine/Fee Statements-all fines/fees (Circjob 14)

This batch job produces fine/fee statements which include all fines/fees owed.

The `circjob.log` file should include the day, date, time entry, and possibly the following messages.

```
Fri Dec 28 13:04:13 2001 Fine Fee Statements...
Fri Dec 28 13:04:28 2001...COMPLETED
```

Reserved Items Active Report (Circjob 20)

This circulation batch job lists all items which should be On Reserve.

The Reserve Items Active report will only print those items that are currently on a reserve list but not activated (that is On Reserve which is set by clicking **Reserve> Items> On Reserve** from the main menu).

It is a list of all items that *should* be on reserve given the activity dates of the reserve lists to which they are linked, but are not currently On Reserve. This is structured in this manner so that the user will have a pick list with which to go to the shelves and retrieve the items that need to be placed on reserve.

This job requires start and end dates.

The `circjob.log` file should include the day, date, time entry, and possibly the following messages.

```
Fri. Dec 28 13:07:36 2001 Reserved Items Active
Report...

Fri Dec 28 13:07:58 2001...COMPLETED
```

Reserved Items Expired Report (Circjob 21)

This circulation batch job lists all items which should be removed from reserve.

The Reserve Items Expired report prints a list of all items that are currently on reserve, but the reserve list activity dates for those items has lapsed and they need to be removed from the reserve shelf. This acts as a pick list so that the user can go to the reserve shelf and remove the items that should no longer be on reserve.

This job requires start and end dates.

The `circjob.log` file should include the day, date, time entry, and possibly the following messages.

```
Fri Dec 28 13:12:26 2001 Reserved Items Expired
Report...

Fri Dec 28 13:12:26 2001...COMPLETED
```

Missing in Transit Report (Circjob 22)

This batch job list all items that have not been received at the new location by the end of the time interval. It includes the source location, title, call number, item ID, target location, and transit date.

Voyager uses three different types of in transit. manually applied in-transit status, in-transit discharged, and in-transit hold.

A manually applied in-transit status will always, regardless of the in transit interval, be on the Missing in Transit Report and should show a destination location only. This destination location is based on the item's location.

The in-transit discharged uses the in-transit interval before showing up in the list. It will use the last non-browse discharge location for the from location and the item's home location for the final destination.

The in-transit hold also uses the in-transit interval before showing up on the list. The pick-up location of the queue position 1 hold/recall is used for pickup. The from location is the last non-browse discharge location.

The `circjob.log` file should include the day, date, time entry, and possibly the following messages.

```
Fri Feb  1 11:06:44 2002 Missing In Transit Report...
Fri Feb  1 11:06:46 2002 ...COMPLETED
```

Transaction Statistics Report (Circjob 23)

This batch job creates a report, that prints to each individual print location, a compilation for each operator at that particular location, including charges, renewals, discharges, and fines/fees collected.

The report is broken down and printed according to the **Circulation Print Locations** policy group set up in the System Administration module. See the *Voyager System Administration User's Guide* for more information.

A circulation location is a location that has been checked as a circulation location in **Circulation - Policy Definitions> Locations** tab. These locations are designated by a (c) after the name of the location. Each circulation location is connected to a print location. A report is produced for each print location.

This job requires start and end dates.

The `circjob.log` file should include the day, date, time entry, and possibly the following messages.

```
Fri Dec 28 13:18:23 2001 Circulation Statistics
Report...
Fri Dec 28 13:18:28 2001...COMPLETED
```

Transaction Exceptions (Circjob 24)

This circulation batch job clears the exceptions table of patron and item links, which removes blocks on deletion of patrons and items.

This circulation batch job produces three reports, the item related exceptions, patron related exceptions and transaction related exceptions.

The item related exceptions report includes the location, exception description (lost item discharged or in process item charged are examples of descriptions), title, item ID, exception date, and operator ID.

The patron related exceptions report includes the location, exception description (fine limit override or lost limit override are examples of descriptions), patron name, patron barcode, exception date, and operator ID.

The transaction related exceptions report includes the location, exception description (circulation review is an example of a description), patron name, patron barcode, title, item ID, exception date, and operator ID.

NOTE:
Circjob 24 should be run daily. This job is added to a cron as part of the installation process.

The `circjob.log` file should include the day, date, time entry, and possibly the following messages.

```
Fri Dec 28 13:22:27 2001 Exceptions Report...
Fri Dec 28 13:22:29 2001...COMPLETED
```

Table 2-7 describes the exception type numbers (as listed in the CIRC_TRANS_EXCEPT_TYPE table) and their descriptions.

Table 2-7. Exception Types and Descriptions

Exception Number	Description of Exception
1	Damaged item charged.
2	Withdrawn item charged.
3	Missing item charged.
4	Lost item charged.
5	Claims returned item charged.
6	Bindery item charged.
7	Foreign item charged.

Table 2-7. Exception Types and Descriptions

Exception Number	Description of Exception
8	Damaged item discharged.
9	Withdrawn item discharged.
10	Missing item discharged.
11	Lost item discharged.
12	Claims returned item discharged.
13	Bindery item discharged.
14	Foreign item discharged.
15	Patron expiration override.
16	Expired address override.
17	Address invalid override.
18	Charge limit override.
19	Fine limit override.
20	Overdue limit override.
21	Overdue recall limit override.
22	Recall limit override.
23	Claims returned limit override.
24	Lost limit override.
25	Self-shelve limit override.
26	Zero loan period override.
27	Non-Circulating item override.
28	Non-Renewable item override.
29	Renew limit override.
30	Overdue non-renew override.
31	Recalled non-renew override.
32	Hold non-renew override.
33	No courtesy discharge override.
34	Inactive item barcode.
35	Cataloging review
36	Circulation review

Table 2-7. Exception Types and Descriptions

Exception Number	Description of Exception
37	Scheduled item charged.
38	Scheduled item discharged.
39	In process item charged.
40	In process item discharged.
41	Short loan limit override.
42	Call slip limit override.
44	Out of phase term renewal.
45	Foreign distribution item charged.
46	Distribution item out of stock.
47	Distribution item not active.
48	Patron suspension override.
49	Call slip item charged.

Global Transaction Statistics Report (Circjob 25)

This batch job creates a report that prints a compilation of all counts for each operator at each Circulation desk at all library locations, including charges, renewals, discharges, and fines/fees collected.

The report is sent to the circulation global print location that you have defined in **System Administration> System - Print Locations**. See the *Voyager System Administration User's Guide* for more information.

This job requires start and end dates.

The `circjob.log` file should include the day, date, time entry, and possibly the following messages.

```
Fri Dec 28 13:26:35 2001 Circulation Statistics
Report...

Fri Dec 28 13:26:40 2001...COMPLETED
```

NOTE:
The `circjob.log` file information is the same as what is seen after running Circjob 23.

Automatic Orders for Item Distribution (Circjob 28)

This circulation batch job produces a list of distributable items which have Automatic Reordering activated AND have inventory levels below the reorder point.

The report includes all the default ordering information, including the vendor name and address, and the default order quantity.

The user is prompted to Create Orders. If operator selects ***Y*** (Yes), the circjob will generate orders for automatically orderable distributable items. If operator selects ***N*** (No), the circjob will run the report without creating any orders. See the *Voyager Circulation User's Guide* for more information.

The `circjob.log` file should include the day, date, time entry, and possibly the following messages.

```
Fri Dec 28 13:33:53 2001 Distribution Item Orders...
There were no distribution items to be ordered
Fri Dec 28 13:33:53 2001...COMPLETED
```

Running circulation batch jobs

To run these batch jobs on the server, the operator enters the appropriate command line at the `/m1/voyager/xxxdb/sbin` prompt. To do this the operator needs to know the job number and the specific options to use.

Table 2-8 provides a list of the options and their descriptions.

Table 2-8. Circulation batch job options codes and description

Option Code	Description
-d<database>	Name of database with which to connect
-u<user/password>	User's name and password: use the format <user/password>. For example, for user name Don and password Moose Enter -uDon/Moose
-j<job #>	Number of the job you want to run (1 through 4)
-s<YYYY-MM-DD>	Start date for jobs 20, 21, 23, and 25

Table 2-8. Circulation batch job options codes and description

Option Code	Description
-e<YYYY-MM-DD>	End date for jobs 20, 21, 23, and 25. The date that you enter after -e must be one day after the end date in the date range for which you want information. Therefore, to get reports through the end of January, enter -e2000-02-01.
-o<Y or N>	For job 28, entering Y specifies that you want to automatically generate orders for distribution items; entering N will run the report without creating orders for items.
-l	List job options.
-v	Display version information.
-h	Display usage/help statement.

NOTE:
When using start and end dates, you must span a day in order to run a report for a single day. For example, using **`-s 1997-02-10 -e1997-02-11`** would result in statistics from 02-10-1997.

Procedure 2-6. Running circulation batch jobs at the command line

Use the following to run circulation batch jobs at the command line.

The example in this procedure illustrates how to run Circjob 12 All Daily Jobs.

1. At the `/m1/voyager/xxxdb/sbin` directory on your server, enter the command line

   `Pcircjob -j12`

   This instructs the server run Circjob number 12, all daily jobs, which runs circjobs 1-7 and circjob 27 (archive short loans).

   Result: The job runs. The screen displays that it is processing each of the various jobs in this larger batch job, displays the disconnecting message when done, then it returns to the `/m1/voyager/xxxdb/sbin` directory (see Figure 2-16).

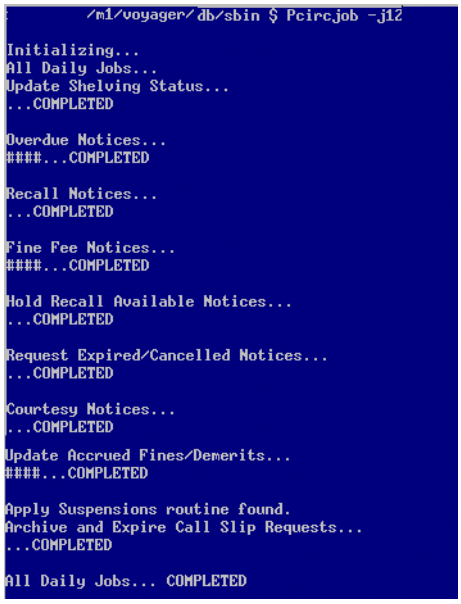


Figure 2-16. Display when running Circulation batch job (Circjob 12)

The `circjob.log` file should include the day, date, time entry, and possibly the following messages.

Fri Dec 28 12:51:19 2001 All Daily Jobs...

Fri Dec 28 12:51:19 2001 Update Shelving Status...

Fri Dec 28 12:51:20 2001...COMPLETED

Fri Dec 28 12:51:20 2001 Overdue Notices...

Fri Dec 28 12:51:22 2001...COMPLETED

Fri Dec 28 12:51:22 2001 Recall Notices...

Fri Dec 28 12:51:22 2001...COMPLETED

Fri Dec 28 12:51:22 2001 Fine Fee Notices...

Fri Dec 28 12:51:23 2001...COMPLETED

Fri Dec 28 12:51:23 2001 Hold Recall Available Notices...

Fri Dec 28 12:51:23 2001...COMPLETED

Fri Dec 28 12:51:23 2001 Request Expired/Cancelled Notices...

```
Fri Dec 28 12:51:23 2001...COMPLETED

Fri Dec 28 12:51:23 2001 Courtesy Notices...

Fri Dec 28 12:51:23 2001...COMPLETED

Fri Dec 28 12:51:24 2001 Update Accrued Fines/
Demerits...

Fri Dec 28 12:51:36 2001...COMPLETED

Fri Dec 28 12:51:36 2001 Apply Suspensions routine
found.

Fri Dec 28 12:51:36 2001...COMPLETED

Fri Dec 28 12:51:36 2001 Archive and Expire Call Slip
Requests...

Fri Dec 28 12:51:36 2001...COMPLETED

Fri Dec 28 12:51:36 2001 All Daily Jobs... COMPLETED
```

NOTE:
Batch jobs can be run in a step-by step manner by entering the command **`Pcircjob`** at the sbin prompt and then following the system prompts to provide the additional information needed to run the job.

If you want to run a server activity using a telnet session, and you do not want to perform it interactively, you can use the following command line to make certain that the activity continues, even if the telnet session is lost,

nohup <activity with parms> &

where <activity with parms> is the command followed by any required and optional parameters. This command will not guarantee that the activity will be completed if the server itself is not available.

After you running these jobs the input files (`crcrprts.xxxx.inp` and/or `crcnotes.xxxx.inp`) are placed in the `/m1/voyager/xxxdb/rpt` directory.

You are now ready to run the Voyager Reporter so that the Circulation notices can be printed or e-mailed.

For information on the circulation batch jobs that do not create input files, but are still necessary for efficient circulation usage see the *Voyager Technical User's Guide.*

Creating input files using WebAdmin - Circulation Utilities

WebAdmin is a web-based program from which users can run server batch jobs. For information on setting up and logging in to WebAdmin, see the *Voyager Technical User's Guide.*

Instead of starting a telnet session and entering the batch job commands at a command line prompt, WebAdmin allows users to run batch jobs using a web browser.

WebAdmin works in exactly the same way as the batch jobs because WebAdmin uses the existing batch jobs in order to do the processing. You can also access the log and report files that are created by the batch jobs through WebAdmin.

After logging in to WebAdmin, the WebAdmin main page displays (see Figure 2-17).

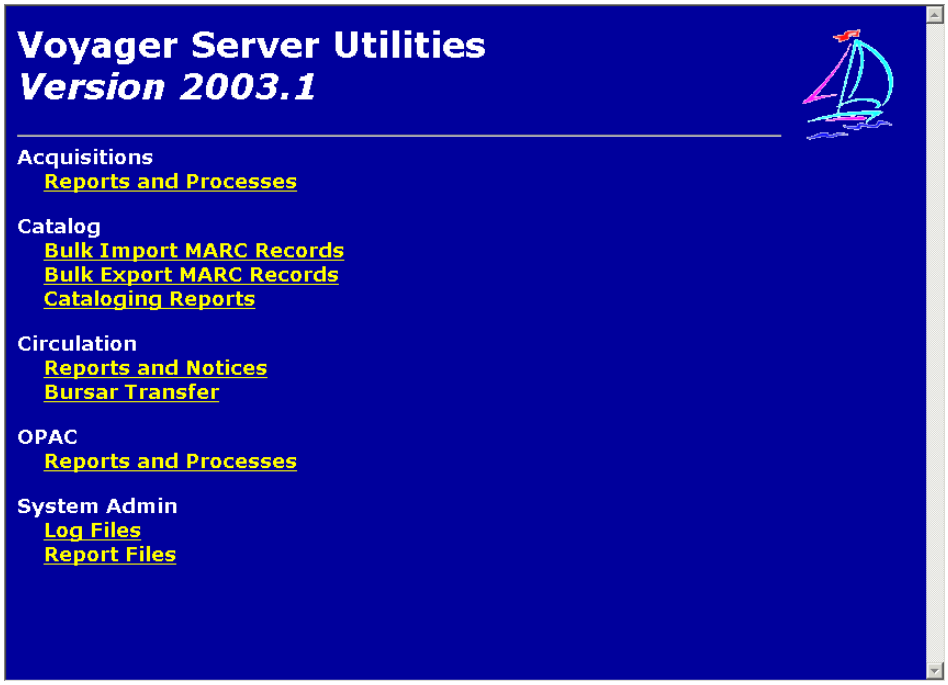


Figure 2-17. WebAdmin main page

From this page users select the utilities corresponding to the specific modules and can further choose specific batch jobs. Users can access the batch jobs by clicking the appropriate link.

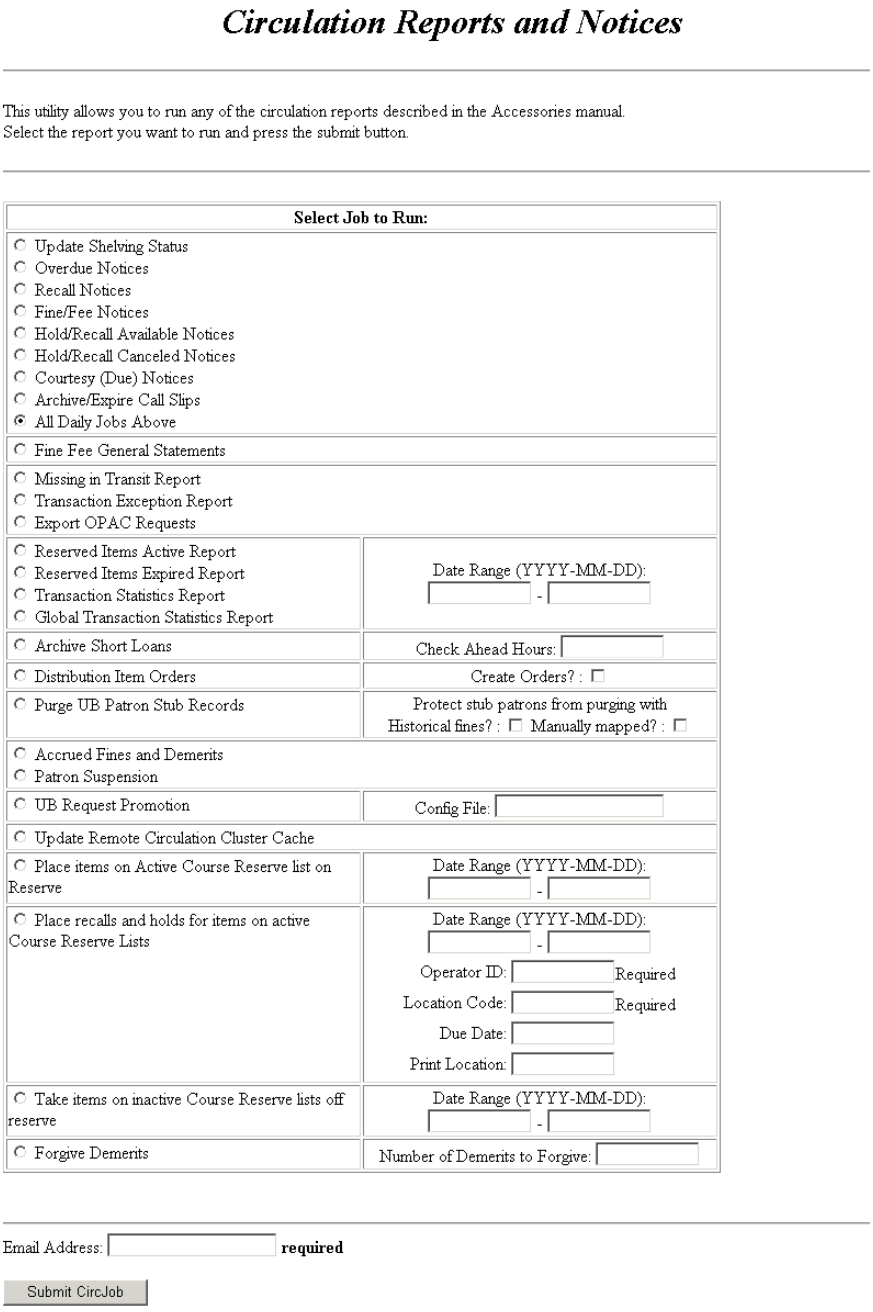
The Circulation Reports and Notices utility allows users to run the Circulation Reports and Notices. Users can run Circulation batch jobs to produce reports and notices, see The Circulation batch jobs on page 2-34.

Procedure 2-7. Running circulation batch jobs using WebAdmin

Use the following to run the Circulation Reports and Notices utility.

1. From the WebAdmin main page (Figure 2-17) Circulation section, click the link Circulation Reports and Notices.

   Result: The Circulation **Reports and Notices** page displays (see Figure 2-18).



Circulation Reports and Notices

This utility allows you to run any of the circulation reports described in the Accessories manual.
Select the report you want to run and press the submit button.

Select Job to Run:	
○ Update Shelving Status ○ Overdue Notices ○ Recall Notices ○ Fine/Fee Notices ○ Hold/Recall Available Notices ○ Hold/Recall Canceled Notices ○ Courtesy (Due) Notices ○ Archive/Expire Call Slips ◉ All Daily Jobs Above	
○ Fine Fee General Statements	
○ Missing in Transit Report ○ Transaction Exception Report ○ Export OPAC Requests	
○ Reserved Items Active Report ○ Reserved Items Expired Report ○ Transaction Statistics Report ○ Global Transaction Statistics Report	Date Range (YYYY-MM-DD): [ ] - [ ]
○ Archive Short Loans	Check Ahead Hours: [ ]
○ Distribution Item Orders	Create Orders? : ☐
○ Purge UB Patron Stub Records	Protect stub patrons from purging with Historical fines? : ☐ Manually mapped? : ☐
○ Accrued Fines and Demerits ○ Patron Suspension	
○ UB Request Promotion	Config File: [ ]
○ Update Remote Circulation Cluster Cache	
○ Place items on Active Course Reserve list on Reserve	Date Range (YYYY-MM-DD): [ ] - [ ]
○ Place recalls and holds for items on active Course Reserve Lists	Date Range (YYYY-MM-DD): [ ] - [ ] Operator ID: [ ] Required Location Code: [ ] Required Due Date: [ ] Print Location: [ ]
○ Take items on inactive Course Reserve lists off reserve	Date Range (YYYY-MM-DD): [ ] - [ ]
○ Forgive Demerits	Number of Demerits to Forgive: [ ]

Email Address: [ ] **required**

Submit CircJob

Figure 2-18. WebAdmin Circulation Reports and Notices page

2. From the **Circulation Reports and Notices** page:

    a. select the Circulation job(s) that you want to run by clicking the corresponding radio button.

    If you are running the Reserved Items Active Report, Reserved Items Expired Report, Transaction Statistics Report, or Global Transaction Statistics Report, enter a date range (***YYYY-MM-DD***) into the **Date Range** fields.

    If you are running the Distribution Item Orders report, place a check in the check box to both run the report and generate orders for items. If no check is in the box, the report will be run without generating any reports.

    b. enter your e-mail address in the **E-Mail Address** field.

NOTE:
You must enter the entire e-mail address (that is, user@hostname.com) in order for the e-mail to be sent.

    c. click the **Submit Circjob** button.

Result: The job runs, the **Job Scheduler** page displays and an e-mail is sent to the user (see Figure 2-19).

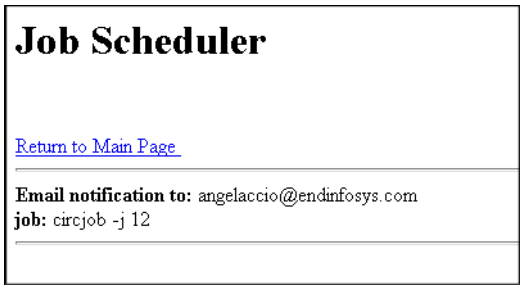


Figure 2-19. Job Scheduler Page after submitting Circjob 12 using WebAdmin

Once the `crcrprts.xxxx.inp` and `crcnotes.xxx.inp` files are generated and placed in the `/m1/voyager/xxxdb/rpt` directory, they are available for the Reporter module such that the reports can be printed.

Creating Input Files for Media Scheduling

To create the Report and/or Notice files necessary for Media Scheduling you must run media scheduling batch jobs on the server.

There are four media batch jobs that produce either a `medrprts.xxxx.inp` or a `mednotes.xxxx.inp` input file to use with Voyager's Reporter module.

Table 2-9 provides on overview of the media job number, job name, name of the file produced, the name of the report or notice, and the record type.

Table 2-9. Media Scheduling batch jobs

Media Scheduling Batch Job Number	Media Scheduling Batch Job Name	Input File Name	Report or Notice Name	Record Number Type
Mediajob 1	Overdue Notices	`mednotes.xxxx.inp`	Overdue Notice	Type 00
Mediajob 2	Inventory Reports	`medrprts.xxxx.inp`	Media Equipment Inventory Report	Type 00
Mediajob 3	Booking Statistics	`medrprts.xxxx.inp`	Media Scheduling Statistics Report	Type 01
Mediajob 4	Charge Statistics	`medrprts.xxxx.inp`	Media Scheduling Charge Statistics Report	Type 03

The files created are named either `medrprts.xxxx.inp` or `mednotes.xxxx.inp`. Where the xxxx in the filename corresponds to the print location code as defined in the System Administration module's **System - Print Locations** work space, see the *Voyager System Administration User's Guide* for additional information.

The file is located in the in the `/m1/voyager/xxxdb/rpt` directory (where `xxxdb` represents the database username).

The format of the `medrprts.xxxx.inp` file follows the Media Scheduling Reports Standard Interface File format (SIF) as described in the *Voyager Technical User's Guide*. The format of the `mednotes.xxxx.inp` file follows the Media Scheduling Notices Standard Interface File format (SIF) as described in the *Voyager Technical User's Guide*.

NOTE:
If an input file already exists, Media Scheduling will add the current report record(s) to the existing file.

Mediajob.log file

In addition to the `mednotes.xxxx.inp` and `medrprts.xxxx.inp` files, when running any media scheduling batch job a `mediajob.log` file is generated and placed in the `/m1/voyager/xxxdb/rpt` directory.

The Media Scheduling batch jobs

This section explains the purpose of each of the Media Scheduling batch jobs and the message expected in the `mediajob.log` file after the job is run.

Overdue Notices and Lost Processing (Mediajob 1)

This media batch job creates notices to send to patrons. The notices enumerate what items are currently overdue or lost.

The `mediajob.log` file should include the day, date, time entry, and possibly the following messages.

```
Fri Dec 28 14:46:35 2001 Building Media Scheduling
Overdue Notices...

Fri Dec 28 14:46:35 2001 0 Records Found...COMPLETED
```

Inventory Report (Mediajob 2)

This media batch job produces a report on what inventory items are encompassed by which policy groups.

The `mediajob.log` file should include the day, date, time entry, and possibly the following messages.

```
Fri Dec 28 14:22:11 2001 Building Inventory Report...

Fri Dec 28 14:23:11 2001 1808 Records Found...COMPLETED
```

Booking Statistics (Mediajob 3)

This media batch job generates a report on booking statistics.

Reports may be for:

- all booking desks, it routes the print job for each print location group to its own print location.

- for the global booking desk, it routes statistics for all locations to the global printing location.
- for specific desks, it sends a report on that location to its print location.

This job requires start and end dates.

The `mediajob.log` file should include the day, date, time entry, and possibly the following messages.

```
Fri Dec 28 14:28:34 2001 Building Booking Statistics
Report...

Fri Dec 28 14:28:50 2001 2 Locations
Processed...COMPLETED
```

Charge Statistics (Mediajob 4)

This media batch job generates a report on charge statistics. It is similar to Booking Statistics.

Reports may be for:

- all booking desks, it routes the print job for each print location group to its own print location.
- for the global booking desk, it routes statistics for all locations to the global printing location.
- for specific desks, it sends a report on that location to its print location.

This job requires start and end dates.

The `mediajob.log` file should include the day, date, time entry, and possibly the following messages.

```
Fri Dec 28 14:43:02 2001 Building Charge Statistics
Report...

Fri Dec 28 14:43:17 2001 2 Locations
Processed...COMPLETED
```

Running media scheduling batch jobs

To run these batch jobs on the server, the operator enters the appropriate command line at the `/m1/voyager/xxxdb/sbin` prompt. To do this the operator needs to know the job number and the specific options to use.

Table 2-10 provides a list of the options and their descriptions.

Table 2-10. Media Scheduling batch job options codes and description

Option Code	Description
-d<database>	Name of database with which to connect
-u<user/password>	User's name and password: use the format <user/password>. For example, for user name Don and password Moose Enter -uDon/Moose
-j<job #>	Number of the job you want to run (1 through 4)
-s<YYYY-MM-DD>	Start date for job 2-1 and all jobs 3 and 4
-e<YYYY-MM-DD>	End date for job 2-1 and all jobs 3 and 4. The date that you enter after -e must be one day after the end date in the date range for which you want information. Therefore, to get reports through the end of January, enter -e2000-02-01.
-l	List job options
-v	Display version information
-h	Display usage/help statement

NOTE:
When using start and end dates, you must span a day in order to run a report for a single day. For example, using **`-s 1997-02-10 -e1997-02-11`** would result in statistics from 02-10-1997.

Procedure 2-8. Running media scheduling batch jobs at the command line

Use the following to run Media Scheduling jobs at the command line.

The example in this procedure illustrates how to run Mediajob 2, Inventory Reports, for the date range 10-01-2001 to 12-26-2001.

1. At the `/m1/voyager/xxxdb/sbin` directory on your server, enter the command line

   `Pmediajob -j2 -s2001-10-01 -e2001-12-26`

This tells the server run mediajob number 2, for the date range 10-01-2001 through 12-26-2001.

Result: The job runs. The screen displays that it is building the report, displays the disconnecting message when done, and then it returns to the `/m1/voyager/xxxdb/sbin` directory (see Figure 2-20).

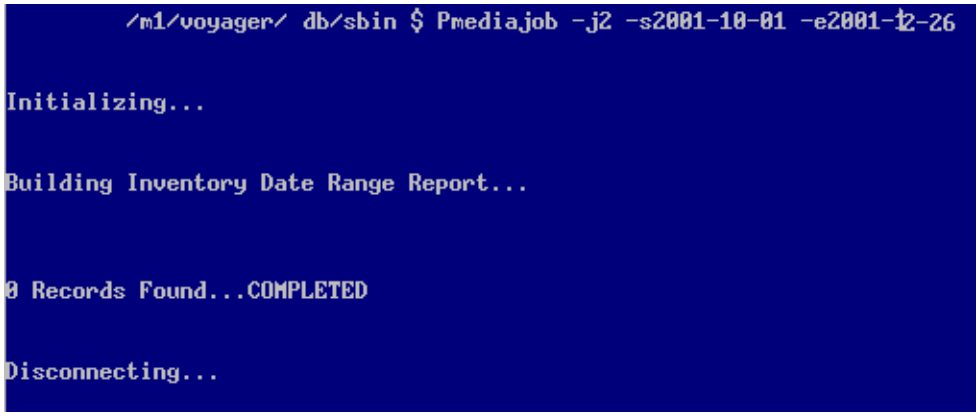


Figure 2-20. Display when running Media Scheduling batch job (Mediajob 2)

NOTE:
Batch jobs can be run in a step-by step manner by entering the command **`Pmediajob`** at the sbin prompt and then following the system prompts to provide the additional information needed to run the job.

If you want to run a server activity using a telnet session, and you do not want to perform it interactively, you can use the following command line to make certain that the activity continues, even if the telnet session is lost,

nohup <activity with parms> &

where <activity with parms> is the command followed by any required and optional parameters. This command will not guarantee that the activity will be completed if the server itself is not available.

Media batch jobs cannot be run using WebAdmin.

After running these jobs the input files, `medrprts.xxxx.inp` and/or `mednotes.xxxx.inp`, are placed in the `/m1/voyager/xxxdb/rpt` directory. They are available to Reporter such that the Media Scheduling reports and notices can be printed or e-mailed.

Session Preferences in the Reporter Module

3

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Contents

Session Preferences in the Reporter Module

3

Introduction

This chapter contains information on how user's can set up their session preferences in the Reporter module.

The Reporter session preferences contains the following tabs where users define session preferences.

- Global
- E-mail
- Notices
- Reports
- Address Format

Depending on the Global settings users can set up additional preferences for the following.

- Forms Control
- Acquisitions Forms
- Cataloging Forms
- Circulation Forms
- Media Booking Forms

The following sections describe the various session preference options that are available and how to set up preferences for your Voyager Reporter session.

These options are found in the **Preferences** dialog box and are displayed as several tabs in the dialog box (see Figure 3-1).

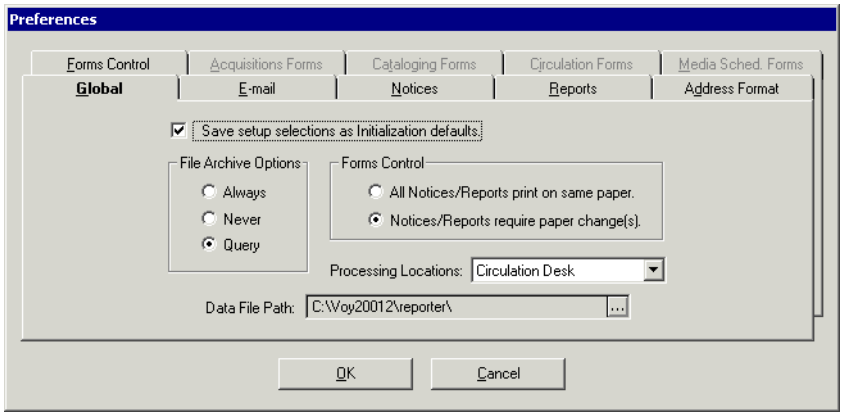

Figure 3-1. Preferences dialog box - Global tab

Global Preferences

The **Global** tab includes file archive options, forms control, processing locations, data file path, and save set up selection sections (see Figure 3-1).

Table 3-1 describes the sections, fields, check boxes and radio buttons on the **Global** tab.

Table 3-1. Description of the Global tab

Name of section, field, check box, or radio button	Description	Required	Range
Save set up selections as Initialization defaults	When checked this saves any changes to the setup that you want to be automatically established at initialization.	No	Check box The default is checked.

Table 3-1. Description of the Global tab

Name of section, field, check box, or radio button	Description	Required	Range
File Archive Options	File archive options tell Reporter how to handle archiving the input file it retrieves from the server after processing has occurred. Selecting **Always** directs Reporter to maintain a one month archive of all processed Notice/Report files in selected directories on the local hard drive. This is in addition to the archived file on your server. Selecting **Never** directs Reporter not maintain any archive file(s) on the local hard drive. Selecting **Query** directs Reporter to ask the user if an archive file should be created at the end of processing each application. Any files that you choose to archive at this time will be saved for one month.	Yes	Always, Never, or Query radio buttons. The default is Query.

Table 3-1. Description of the Global tab

Name of section, field, check box, or radio button	Description	Required	Range
Forms Control	Forms control governs the paper on which the reports and notices will print. **All Notices/Reports print on same paper** is used for most installations. Even if you have different paper for some reports, if that paper is mounted on different printers, this is the selection to use. Then in the database, select the correct printer (the one with the proper forms mounted for each report and notice). **NOTE:** Choosing this option disables the Forms Control, Acquisitions Forms, Cataloging Forms, Circulation Forms, and Media Booking Forms tabs because they will not be necessary. **Notices/Reports require paper change(s)** is used if there are multiple forms on the same printer. This prompts the user to change forms at the appropriate times. It also enables all forms control tabs so that forms can be added or changed and forms for individual reports and notices can be assigned.	Yes	The default setup is All Notices/ Reports print on same paper.

Table 3-1. Description of the Global tab

Name of section, field, check box, or radio button	Description	Required	Range
Processing Locations	These are the print locations. Select the print location whose corresponding print location code is part of the input filename. This is how Reporter finds the correct file to print from the server. This print location information is stored in the Window's registry.	Yes	Drop down menu of print locations (in alphabetical order) defined in the System Administration module.
Data File Path	The Database Path File is the directory where all the database files are stored during the execution. These database files are the .mdb files that Reporter uses to produce the reports and notices. This database path information is stored in the Window's registry. If any or all of the database files are missing from the selected directory, a message box displays listing the missing database files. These files must be found and placed in the proper directory, or you must select another directory which has these files, before processing can continue.	Yes	The default is the directory into which the Reporter module is installed.

Procedure 3-1. Setting up Global preferences

Use the following to set up preferences on the **Global** tab.

1. From the Reporter **File** menu, click **Preferences**.

   Result: The **Preferences** dialog box opens with the **Global** tab available, (see Figure 3-1 on page 3-2).

2. Select Save setup selections as Initialization defaults by clicking the check box if wanted.

3. Select a Forms Control option by choosing either the **All Notices/Reports print on same paper** or the **Notices/Reports require paper change(s)** radio buttons.

4. Select a File Archive Options by selecting either the **Always**, **Never**, or **Query** radio buttons.

5. Select the processing location (print location) from the **Processing Location** field.

6. If the Data file path is other than the default, click on the ellipsis button which brings up a **Select Directory** dialog box (see Figure 3-2). Select a different valid directory for the Access databases, click the **OK** button when the correct directory is listed.

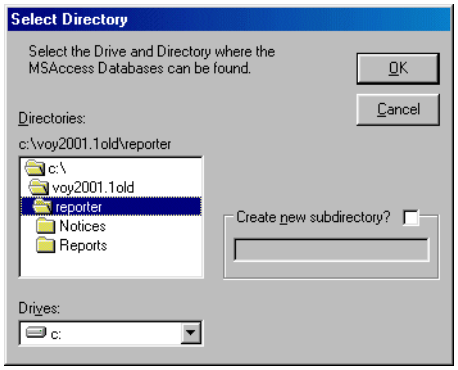

Figure 3-2. Select Directory dialog box

7. When you have completed the **Global** tab of the **Preferences** dialog box, click **OK** to accept your changes or click **Cancel** to exit without saving either of these choices.

Result: Global preferences are set up.

NOTE:
If you selected **OK** and the address for your e-mail server is not valid, the message alerting the operator that all notices will be printed displays (Figure 3-3).

Figure 3-3. No E-mail notices message

E-mail Preferences

The **E-mail** tab is where operators provide the maximum number of items per e-mail message and the e-mail reply-to address (see Figure 3-4).

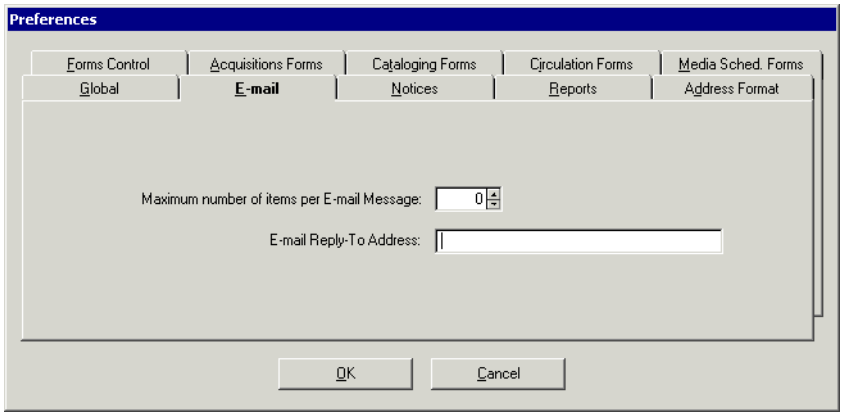

Figure 3-4. Preferences dialog box - E-mail tab

Table 3-2 describes the sections, fields, check boxes, and radio buttons on the **E-mail** tab.

Table 3-2. Description of the E-mail tab

Name	Description	Required	Range
Maximum number of items per E-mail message	This allows you to select how many items will be included in an e-mail message. Selecting zero includes all items for a given patron in one e-mail message. **NOTE:** System Administrators often limit the size of an e-mail message that can be delivered. Any e-mail message exceeding this size will not arrive at its destination, but will be discarded by the server. Therefore you may want to change the default from zero to, for example, ten.	Yes	0-1000. The default is 0.
E-mail Reply-To Address	The address to which replies will be sent. If this is the address of the local machine users will get notification of e-mail messages that fail.	Yes, to send notices by e-mail.	E-mail address. The default is blank, meaning notices will be printed.

Procedure 3-2. Setting up e-mail preferences

Use the following to set up preferences on the **E-mail** tab.

1. From the Reporter **File** menu, click **Preferences**.

   Result: The **Preferences** dialog box opens.

2. Select the **E-mail** tab (see Figure 3-4).

3. Enter the maximum number of items you want to include in an e-mail message in the **Maximum number if items per E-mail message** field.

4. Enter the e-mail address to which reply e-mails should be sent in the **E-mail Reply-To Address** field.

5. Click **OK** to save the changes, or click **Cancel** to close without saving.

   Result: If the operator selected **OK**, a test e-mail message is sent to the reply-to address specified. Then, a message indicating whether the test message was successful or failed is displayed. If successful, the **E-mail** tab is set up.

   See the section entitled Completing the E-mail tab on page 1-11 for a more thorough discussion of this tab.

Notices Preferences

The **Notices** tab includes notice archive processing options and the notices archive path (see Figure 3-5).

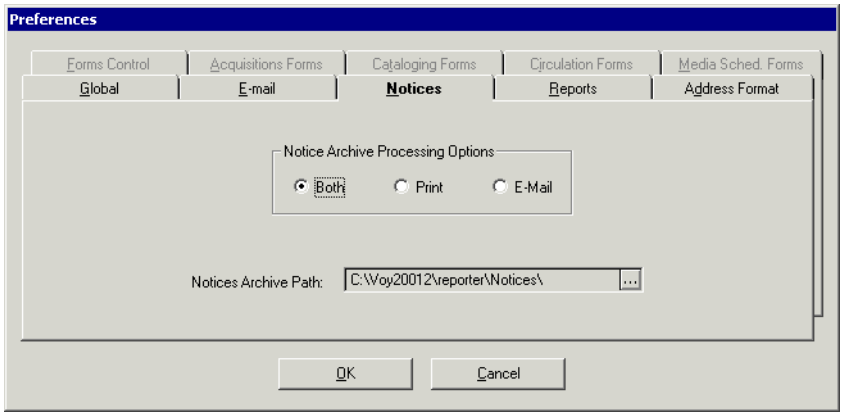

Figure 3-5. Preferences dialog box - Notices tab

Table 3-3 describes the **Notices** tab.

Table 3-3. Description of the Notices tab

Name of section, field, check box, or radio button	Description	Required	Range
Notice Archive Processing Options	The Notice Archive Processing Options turns on or off e-mailing when users process an archive file. **Both** directs Reporter to print and e-mail the archive file. **Print** directs Reporter to only print, and not e-mail the archive file. **E-mail** directs Reporter to only e-mail and not print the archive file. This is only for Circulation and Media Booking notices, since there is no e-mailing of Acquisition or Cataloging reports/ notices.	Yes	Both, Print, or E-mail radio buttons. Both.
Notices Archive Path	The Notices Archive Path is the directory where all processed notice files are stored after execution if archiving is selected. It is also where all notice error (`.err`) and message files (`.msg`) are stored when input file errors occur. The notice archive path is stored in the Window's registry.	Yes	The default is the directory into which the Reporter module is installed.

Procedure 3-3. Setting up Notices preferences

Use the following to set up preferences on the **Notices** tab.

1. From the Reporter **File** menu, click **Preferences**.

Result: The **Preferences** dialog box opens.

2. Select the **Notices** tab (see Figure 3-5).

3. Select the Notices Archive Processing option wanted.

4. If the Notices Archive Path is other than the default, click on the ellipsis button which brings up a **Select Directory** dialog box (see Figure 3-6). Select a different valid directory for notices, click the **OK** button when the correct directory is listed.

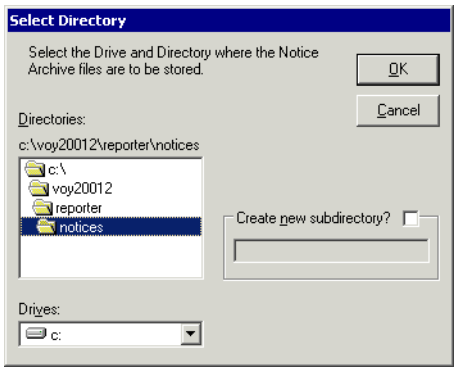

Figure 3-6. Select Directory dialog box to change the Notices Archive Path

5. When you have completed the **Notices** tab of the **Preferences** dialog box, click **OK** to accept your changes or click **Cancel** to exit without saving.

   Result: Notices preferences are set up.

NOTE:
If you selected **OK** and the address for your e-mail server is not valid, the message alerting the operator that all notices will be printed displays.

Reports Preferences

The **Reports** tab includes PO style, reserved item reports options, and the reports archive path (see Figure 3-7).

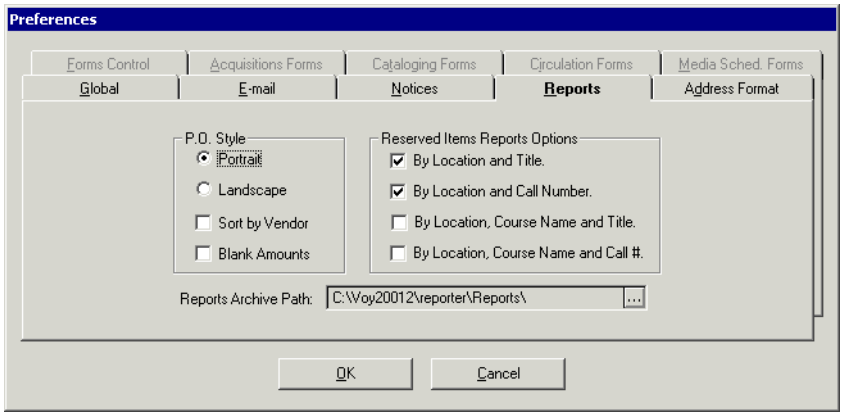

Figure 3-7. Preferences dialog box - Reports tab

Table 3-4 describes the **Reports** tab.

Table 3-4. Description of the Reports tab

Name of section, field, check box, or radio button	Description	Required	Range
P.O. Style	This section allows the user to set the print style for purchase orders. The user can select their preferred print format, either **portrait** or **landscape** for purchase orders. Also, **Sort by Vendor** sorts your purchase orders by vendor**.** The **Blank Amounts** check box allows users to have blank purchase order amount fields when purchase orders are printed when the amount is $0.00. Check or uncheck the **Blank Amounts** field. When checked, the P.O. amount of $0.00 will print out as blank.	Either portrait or landscape is required.	The default values for this section are Landscape.

Table 3-4. Description of the Reports tab

Name of section, field, check box, or radio button	Description	Required	Range
Reserved Items Reports Option	There are four formats that can be used for the reserved items reports. The Reserve Items Active report (circulation batch job 20) which lists all items that are on a reserve list and should be 'On reserve.' The Reserve Item Expired report (circulation batch job 21) lists those items that should no longer be on a reserve list. The type of reports are: • **By Location and Title** • **By Location and Call Number** • **By Location, Course Name and Title** • **By Location, Course Name and Call Number** The user can select any of these formats and there will be one copy of each report for each formatting option selected.	Yes	The default is By Location and Title and By Location and Call Number
Reports Archive Path	The Reports Archive Path is the directory where all processed report files are stored after execution if archiving is selected. It is also where all report error (`.err`) and message files (`.msg`) are stored when input file errors occur. The report archive path is stored in the Window's registry.	Yes	The default is the directory into which the Reporter module is installed.

Procedure 3-4. Setting up reports preferences

Use the following to set up the reports preferences.

1. From the Reporter **File** menu, click **Preferences**.

   Result: The **Preferences** dialog box opens.

2. Select the **Reports** tab (see Figure 3-7).

3. Select a **P.O. Style** by selecting the **Portrait** or **Landscape** format, and click the **Sort by Vendor** and/or **Blank Amounts** if desired.

4. Choose the **Reserved Items Report Options,** select any or all of these options by checking the box(es).

5. If the Reports Archive Path is other than the default, click on the ellipsis button which brings up a **Select Directory** dialog box (see Figure 3-8). Select a different valid directory for reports, click the **OK** button when the correct directory is listed.

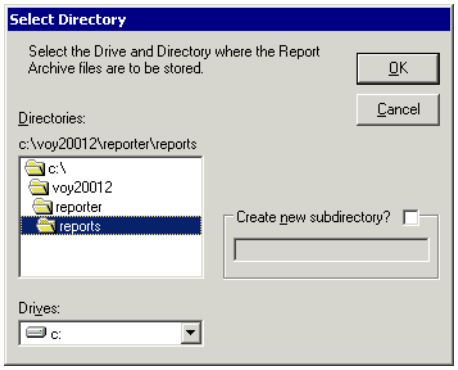

Figure 3-8. Select Directory dialog box to change the Reports Archive Path

6. When you have completed the **Reports** tab of the **Preferences** dialog box, click **OK** to accept your changes or click **Cancel** to exit without saving.

   Result: Reports preferences are set up.

NOTE:
If you selected **OK** and the address for your e-mail server is not valid, the message alerting the operator that all notices will be printed displays.

Address Format Preferences

The **Address Format** tab is where operators define the placement of the postal code for each of the various types of addresses (see Figure 3-9). This code prints either before or after the City.

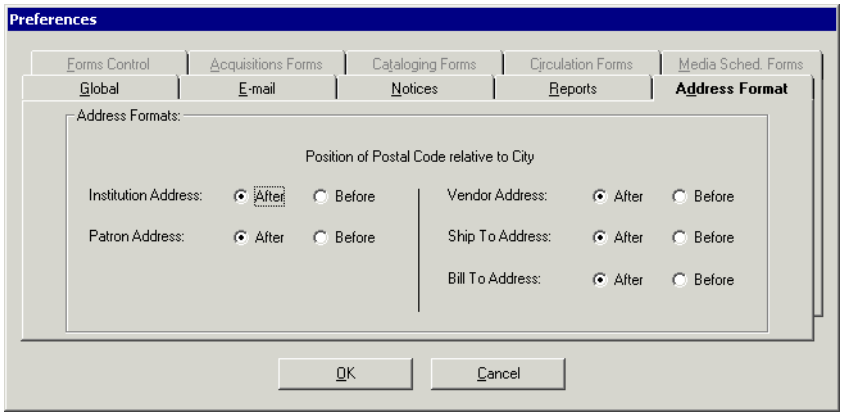

Figure 3-9. Address Format tab of the Preferences dialog box

Table 3-5 describes the sections, fields, check boxes, and radio buttons on the **Address Format** tab.

Table 3-5. Description of the Address Format tab

Name of radio button	Description	Required	Range
Institution Address After or Before radio button	The place on the printed notice where the postal code in the Institution address prints relative to the City.	Yes	Radio button The default is After.

Table 3-5. Description of the Address Format tab

Name of radio button	Description	Required	Range
Patron Address After or Before radio button	The place on the printed notice where the postal code in the Patron address prints relative to the City.	Yes	Radio button The default is After.
Vendor Address After or Before radio button	The place on the printed notice where the postal code in the Vendor address prints relative to the City.	Yes	Radio button The default is After.
Ship To Address After or Before radio button	The place on the printed notice where the postal code in the Ship To address prints relative to the City.	Yes	Radio button The default is After.
Bill To Address After or Before radio button	The place on the printed notice where the postal code in the Bill To address prints relative to the City.	Yes	Radio button The default is After.

Procedure 3-5. Setting up Address Formats preferences

Use the following to set up preferences on the **Address Format** tab.

1. From the Reporter **File** menu, click **Preferences**.

   Result: The **Preferences** dialog box opens.

2. Select the **Address Format** tab (see Figure 3-9).

3. For each type of address, select the appropriate radio button.

4. When you have completed the **Address Format** tab of the **Preferences** dialog box, click **OK** to accept your changes or click **Cancel** to exit without saving.

   Result: Address Format preferences are set up.

NOTE:
If you selected **OK** and the address for your e-mail server is not valid, the message alerting the operator that all notices will be printed displays.

Forms Control Preferences

This **Forms Control preference** tab is only available if the **Notices/Reports require paper change(s)** option is selected in the **Forms Control** section on the **Global** tab.

Forms control allows users to add, update, and delete forms (see Figure 3-10).

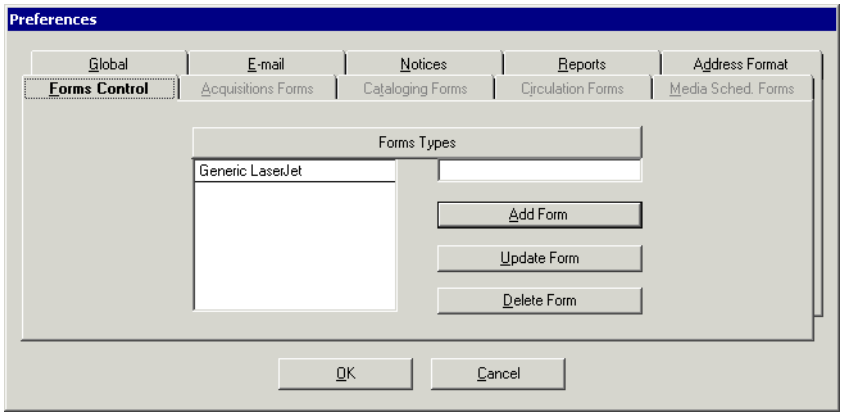

Figure 3-10. Preferences dialog box - Forms Control tab

Table 3-6 describes the **Forms Control** tab.

Table 3-6. Description of the Forms Control tab

Name of section, field, check box, or radio button	Description	Required	Range
Forms Types section	The **Forms Types** section lists all currently defined forms. From within this section you can add, update or delete forms.	No	A Generic LaserJet form is the default.

Procedure 3-6. Setting up Forms Control preferences

Use the following to set up preferences on the **Forms Control** tab.

1. From the Reporter **File** menu, click **Preferences**.

   Result: The **Preferences** dialog box opens.

2. Select the **Forms Control** tab (see Figure 3-10 on page 3-17).

   If the tab is not active that means that you must first set **Notices/Reports require paper change(s)** in the **Forms Control** section of the **Global** tab, see Setting up Global preferences on page 3-6.

3. To:

   a. Add a new form, enter its description (up to 30 characters) in the box to the right of the list, then click the **Add Form** button.

   b. Update a form, highlight the form and enter over the old description, then click the **Update Form** button.

   c. Delete a form, highlight it, then click the **Delete Form** button.

NOTE:
If there is only one form on the list the user will not be able to delete it.

Result: Forms Control preferences are set up.

NOTE:
If you selected **OK** and the address for your e-mail server is not valid, the message alerting the operator that all notices will be printed displays.

Application Forms Preferences for Acquisitions, Cataloging, Circulation, and Media

These application specific preference tabs will only be available if there is at least one user-defined form in the **Forms Control** tab in addition to the system supplied form.

Application forms preferences allows users to select the form on which the associated report or notice prints.

Each application tab displays a two column list of reports or notices and each form that is associated with it (see Figure 3-11).

Users can view a list of the reports for the selected application by clicking the **Reports** button, or a list of notices for the application by clicking the **Notices** button.

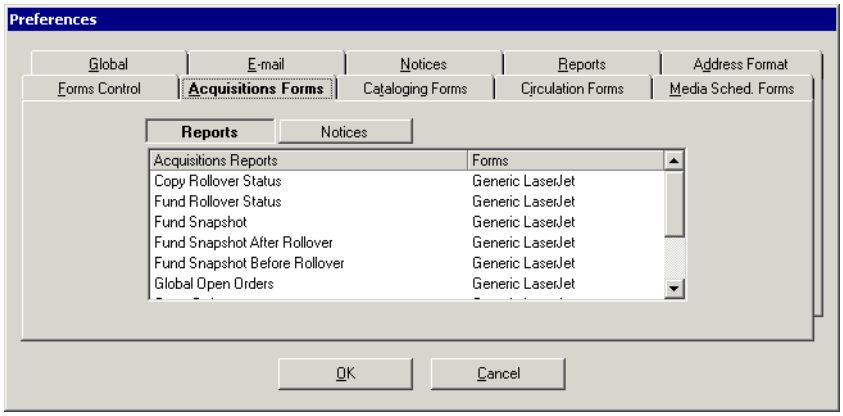

Figure 3-11. Preferences dialog box - Acquisitions Forms tab

Procedure 3-7. Changing the form on which a report or notice prints

Use the following to change the form on which a particular report or notice prints.

1. From the Reporter **File** menu, click **Preferences**.

2. Click the appropriate application form tab, the **Acquisitions forms**, **Cataloging forms**, **Circulation forms**, or **Media Sched. forms** tab.

   If these tabs are not active that means that you must add a user defined form in **forms control** tab, see Setting up Forms Control preferences on page 3-18.

   Result: The selected application tab opens.

In this example the **Acquisitions Forms** tab is selected and the fund snapshot report form will be changed from the generic form to the New form.

3. Click the form from the Forms column next to the report you want to change.

   Result: A drop down list of forms is available (see Figure 3-12).

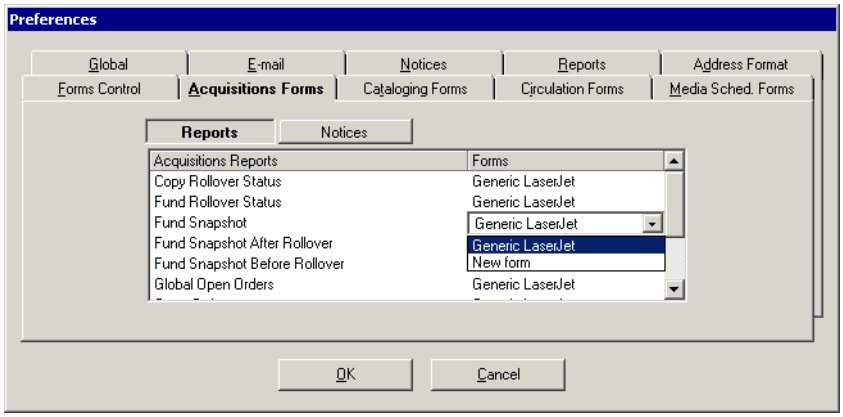

Figure 3-12. Acquisitions form with drop down list of forms available

4. Highlight the form desired to select it, then click the **OK** button.

   Result: The form that the report (or notice) prints on is changed.

NOTE:
If you selected **OK** and the address for your e-mail server is not valid, the message alerting the operator that all notices will be printed displays.

Using Reporter

4

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Using Reporter

4

Introduction

Once input files have been created and are on the server, Reporter can produce the reports and notices.

Users

- Log in to Reporter.
- Build the reports and notices.
- Run the reports and notices.

This chapter contains the step-by-step procedures necessary to use the Reporter module.

Logging in to the Reporter Module

This section provides the steps necessary for logging in to the Reporter module.

NOTE:
For information regarding the first log in to Reporter and the configuration that is done at that time see the section entitled First Log in to the Reporter Module on page 1-7.

Procedure 4-1. Logging in to the Reporter module

Use the following to log in to Reporter.

1. At the **Log in** dialog box (Figure 4-1) enter your operator ID and password and click **OK**. (Remember that the operator ID and the password are case sensitive).

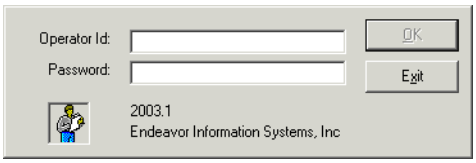

Figure 4-1. Voyager Reporter Login dialog Box

If you do not enter your correct operator ID and password after three attempts, Voyager will close the Reporter module.

NOTE:
Reporter will accept combinations of Operator IDs and passwords that are valid for any module, as listed in the System Administration module. This means that in order to limit access to the Reporter module, you should only install Reporter on the machines that will be running reports and notices.

Result: The user is logged in to the Reporter module (see Figure 4-2).

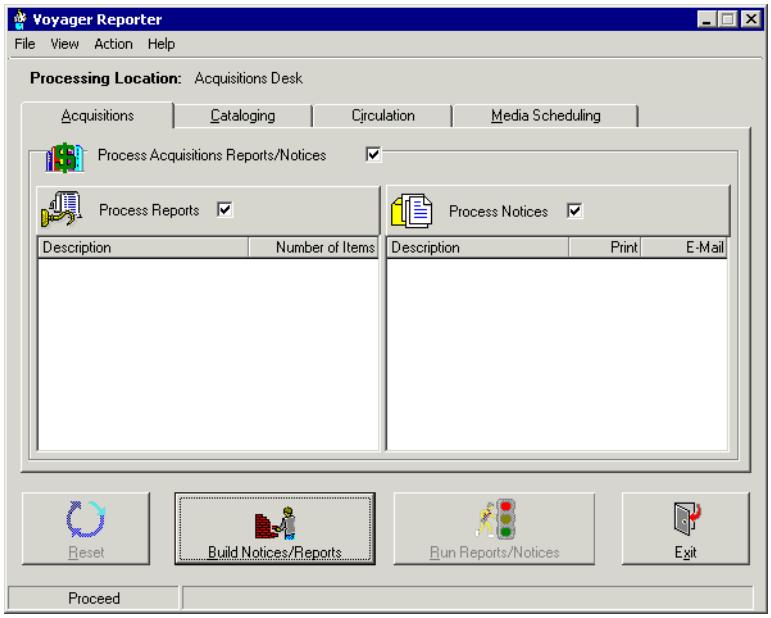

Figure 4-2. Voyager Reporter dialog box

Building and Running Reports and Notices

After successfully logging in to Reporter, the user can build the current reports and/or notices for the Acquisitions, Cataloging, Circulation, Media Scheduling applications, or a combination of the modules by selecting an application tab.

The following figures display the various tabs in the Reporter module (Figure 4-3, Figure 4-4, Figure 4-5, and Figure 4-6).

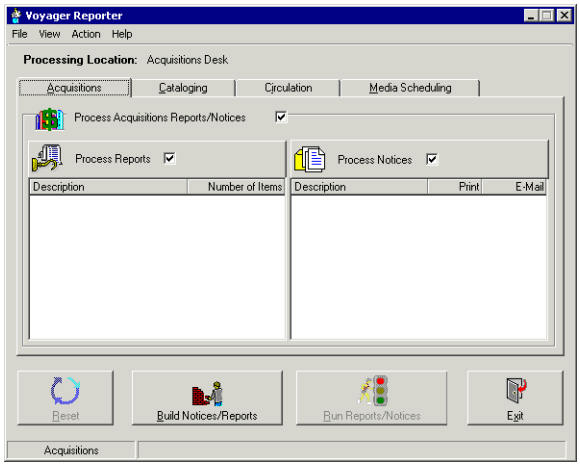

Figure 4-3. Acquisitions tab

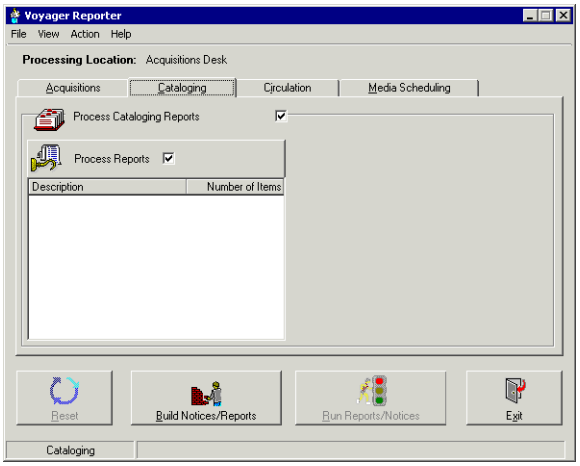

Figure 4-4. Cataloging tab

NOTE:
There is no notices section because there are no cataloging notices in Voyager.

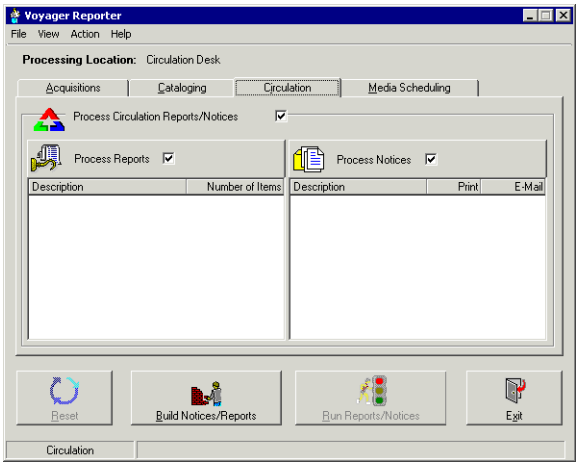

Figure 4-5. Circulation tab

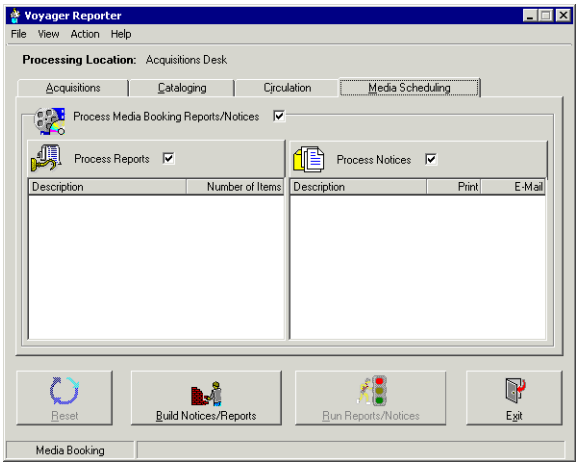

Figure 4-6. Media Scheduling tab

Table 4-1 describes the fields and buttons on the various Reporter application tabs. Each tab contains essentially the same buttons and fields.

Table 4-1. Description of the tabs in Reporter

Name of field, check box, or radio button	Description
Processing Location	Non-editable field displaying the Processing location. This location is selected in Preferences, **Global** tab.
Application tabs • Acquisitions • Cataloging • Circulation • Media Scheduling	Select the tab that corresponds to the application for which you want to process reports and/or notices.
Process reports/notices check box	When checked reports and notices for that module will be processed.
Process Reports	When checked only reports for that module will be processed.
Process Notices	When checked only notices for that module will be processed. **NOTE:** Not available for Cataloging as there are not notices.
Reports: Description column	Type of Report to process.
Reports: Number of Items column	Number of items in the report.
Notices: Description	Type of Notice to process.
Notices: Print column	Number of Notices that will be printed.
Notices: E-mail column	Number of Notices that will be e-mailed.
Reset button	Click this button to reset the reports and notices.
Build Reports/Notices button	Click this button to build the reports and notices.
Run Reports/Notices button	Click this button to run the reports and notices.
Exit button	Click this button to exit the Reporter module.

Building Reports and Notices

When the user builds the reports and notices the following activities occur.

- The input file on the server that has the same print location code as the processing location is accessed.
- The file is formatted using the Access database files (`.mdb` files) on the users computer.
- The input file on the server is archived and the new name includes the date and time that Reporter built the reports and/of notices. For example, the file `crcnotes.Circ.inp` might change to `crcnotes.Circ.20021015.1011`.
- A temporary (`.tmp`) file is created on the users computer.
- If there is a problem with the file where Reporter is unable to process it, `.err` and `.msg` files are created.
- Reporter displays the type and number of reports and/or notices being built.

Errors While Building Reports/Notices

Reporter checks each record to determine whether the contents of the record are good or whether they contain errors. Good records are processed and added to the archive file, but records with errors are not processed.

If errors are detected in records during the building of the reports and notices, such as records with information missing in required fields, processing of that record is skipped, and the next record is processed.

To keep track of any erroneous records, Reporter builds two files to record this information an `.err` file, where the erroneous records are listed, and a `.msg` file, which holds an error message for every erroneous record. The convention for naming the files follows the format `xxyymmdd.err` and `xxyymmdd.msg`, where `xx` stands for the first two letters of the file where the erroneous record was found, and `yy`, `mm`, and `dd` standing for the year, month, and day that the archive file was originally created. These files are stored in the appropriate archive directory. They are text files that you can open and view in Notepad® or WordPad®.

See Error Record Processing on page 4-17 for additional information.

Procedure 4-2. Building reports and notices

Use the following to build reports and notices.

1. Select the tab for the desired application, Acquisitions, Cataloging, Circulation, or Media Scheduling.

   Result: The selected tab displays. In the example in Figure 4-7 the **Circulation** tab was selected.

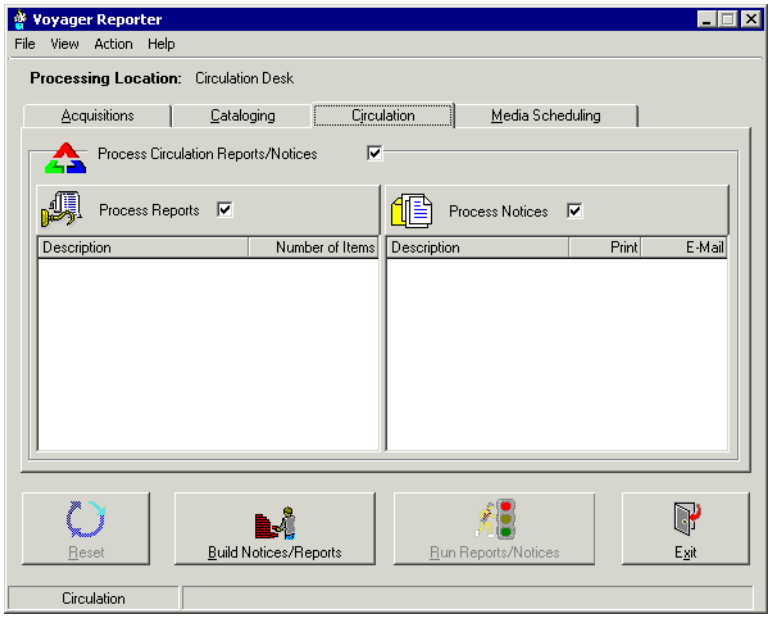

Figure 4-7. The Circulation tab

2. The **Process Circulation Reports/Notices** check box should be checked by default. If it is not, check the box.

3. Both the **Process Reports** and **Process Notices** check boxes should be checked by default. If not, select the **Process Reports** check box to process the Circulation reports. Check the **Process Notices** check box to process the Circulation notices.

   Result: The Circulation Reports/Notices are ready to be processed.

4. Click the **Build Reports/Notices** button.

   Result: Reporter automatically begins the transfer of the input file(s) from the server to your computer and builds the Access database records.

   The input file(s) on the server is renamed to include the date and time processed. In this example the two filenames are now `crcnotes.Circ.20021015.1011` and `crcrprts.Circ.20021015.1011`.

   The list of reports/notices processed display in a list including the report/notice descriptive name and the number of items.

NOTE:
For Circulation Notices and Media Booking Notices the item count will be separated into a print item count and an e-mail item count.

Figure 4-8 shows that the Item-Related Exceptions and the Transaction-Related Exceptions reports were built, and one Overdue Notice will be printed.

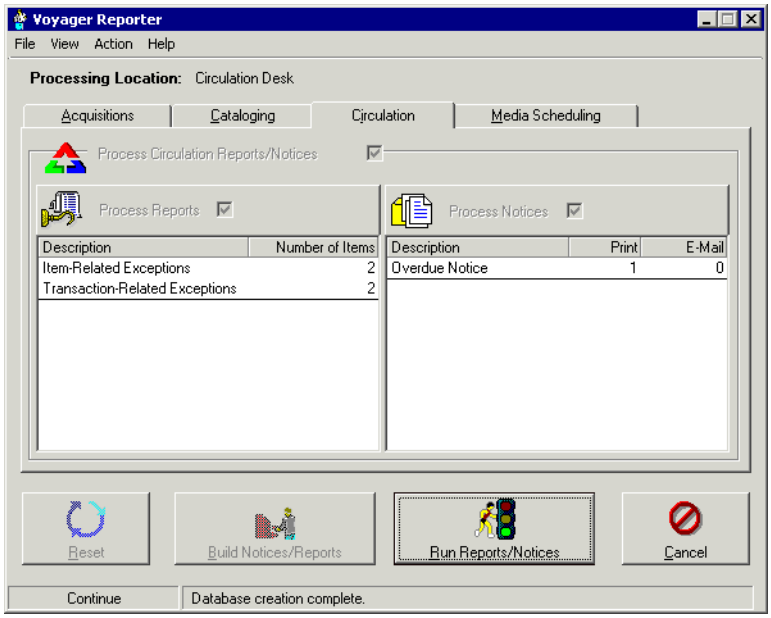

Figure 4-8. Circulation tab after building reports and notices

Printing the Reports and Notices Processed lists

Users can print the Reports and Notices Processed lists by selecting **Print List(s)** from the File menu. Both lists will print if both the Process Reports and Process Notices checkboxes are marked.

The list(s) printed include the names of the reports and/or notices, as well as the number of notices of each notice type or the number of items on each report. The list is sent to the printer configured for your system.

Exiting Reporter Without Running Reports or Notices

Users can exit the Voyager Reporter module without running any reports or notices by clicking the **Cancel** button.

IMPORTANT:
This causes Reporter to consider the current session a failure because there are unprocessed notices/reports. Therefore, the next time that you run the Reporter, you will be notified that the previous session failed and the current execution will be a Failure Recovery Run.

Processing of the reports and/or notices from the session you canceled is completed before you are allowed to transfer and process any new reports and/or notices. The same events will occur if any other condition (for example, a power failure) prevented Reporter from completing all tasks during the previous execution.

No Reports or Notices for Selected Application

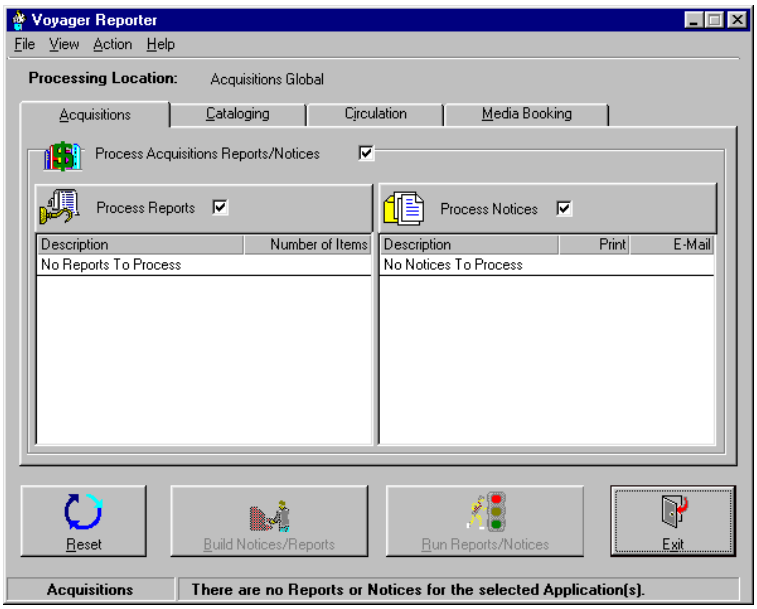

Figure 4-9. No Reports or Notices for Selected Applications

If there are no notices or reports for a selected application the `No Reports to Process` or `No Notices to Process` messages display in the appropriate list boxes (see Figure 4-9).

If there are no notices or reports for ALL selected applications, the message `There are no Reports or Notices for the selected Application(s)` displays in the status bar.

NOTE:
If the `No Reports/Notices to Process` message displays and there should be something to process, this indicates that Reporter cannot find the correct file. Reporter looks for a server file that has the same `PrintLocCode` that is defined in the Processing Location of the **Global** tab in Reporter's preferences, check that the Processing Location is correct.

Running Reports and Notices

After building the reports/notices the operator runs them which produces either a hard copy of the report/notice, or e-mails the notice.

Running reports and notices means that Reporter starts Access and directs the printing or e-mailing the reports or notices. Figure 4-8 shows the **Circulation** tab after the Circulation Reports and Notices have been built and are ready to run.

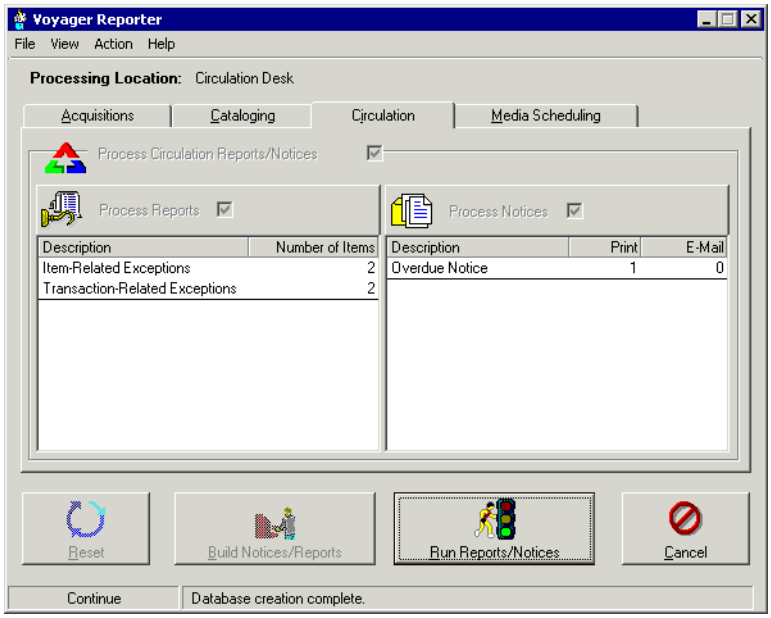

Figure 4-10. Reporter dialog box after building Circulation reports and notices

Procedure 4-3. Running reports and notices

Use the following to run the Circulation reports and notices previously built.

1. Click the **Run Reports/Notices** button (see Figure 4-10).

NOTE:
You cannot select specific reports or notices to process from the displayed list(s). These lists only specify information about the current file(s).

Result: Access opens and formats the reports and notices. Then the reports and notices are printed. After all print records for a particular application have been processed, any e-mail notices remaining are sent. The message `All processing complete` displays in the bottom status bar (see Figure 4-11).

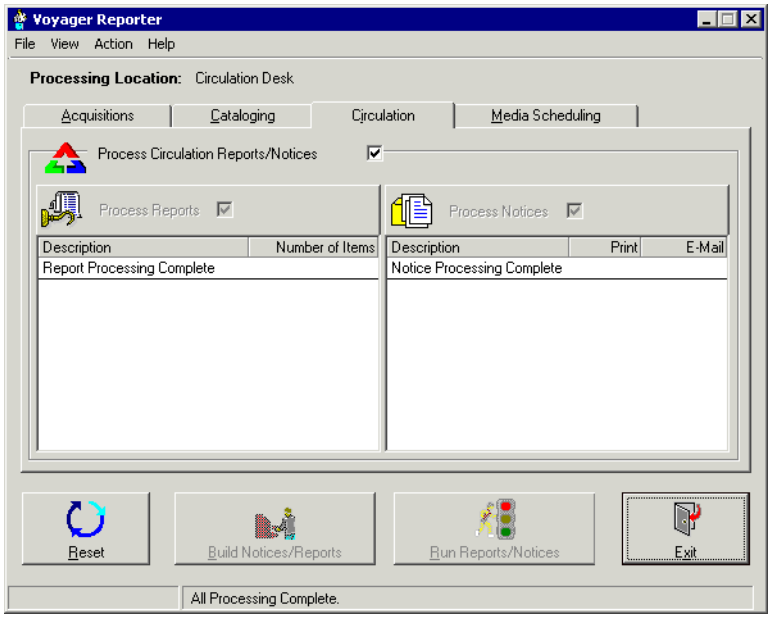

Figure 4-11. Running of Circulation reports and notices complete

NOTE:
The **Reset** button becomes available when all of the current reports and/or notices have been run. The Reset button allows you to re-initialize the application in preparation for beginning the process of transferring any current input files from the server.

2. Click the **Exit** button.

   Result: The Reporter module closes.

Processing Archive Files

Reporter allows users to process files that are archived on the users computer. Files will be archived only if their preferences are set to archive reports and notices.

Procedure 4-4. Processing Archive Files

Use the following to process archive files.

1. Select **Archives** from the **File** menu (see Figure 4-12).

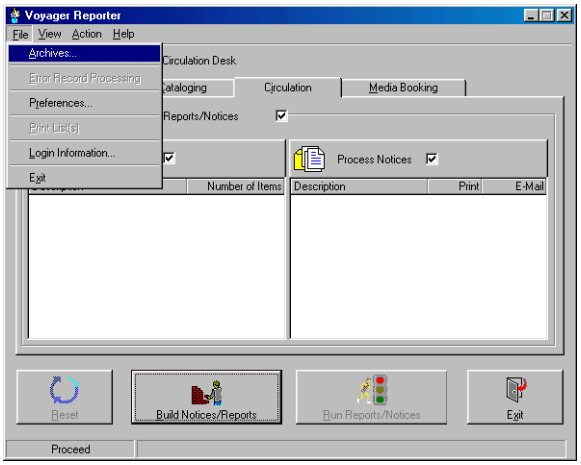

Figure 4-12. Reporter dialog box - selecting Archives

NOTE:
This option is only available if you have archived files on the users computer.

Result: The **Archive Selection** dialog box opens (see Figure 4-13). The tabs for applications for which there are archive files display in bold.

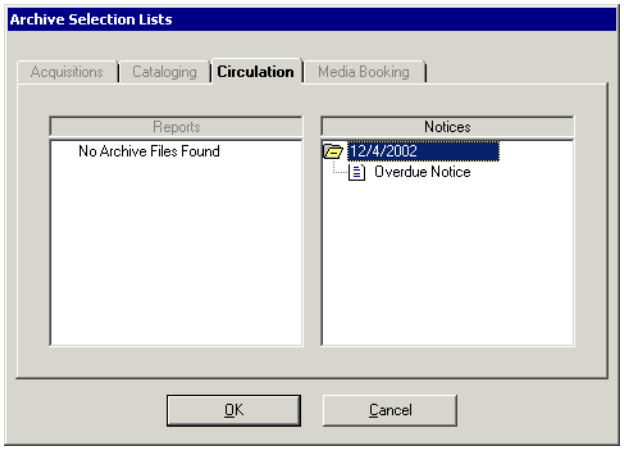

Figure 4-13. Archives Selection List dialog box

2. Click the tab for the application and from the list select the report and/or notice file you want to process, then click the **OK** button or click **Cancel** to close the window without processing the file(s).

NOTE:
The files are identified by the date of original processing.

Result: The **Reporter** dialog box opens with the **Run Reports/Notices** button available and the selected report or notice in the process reports or process notices lists (see Figure 4-14).

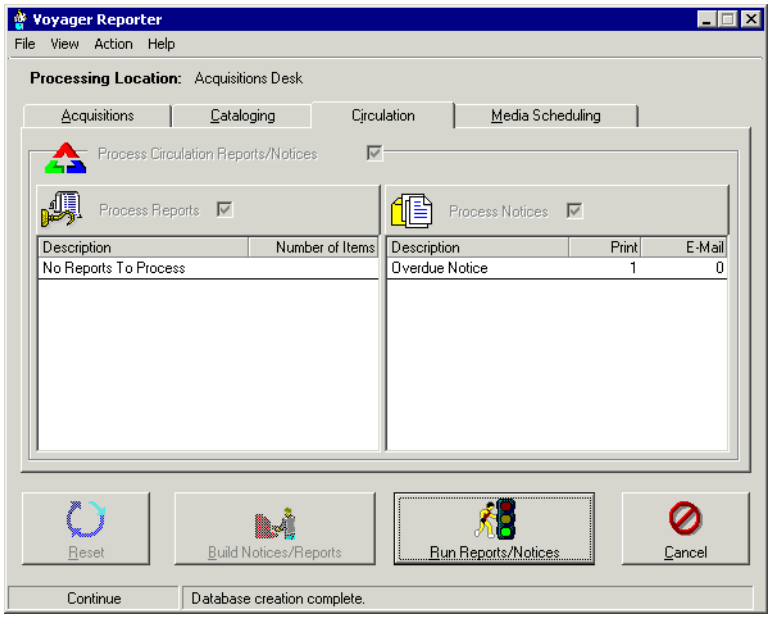

Figure 4-14. Reporter ready to process archived overdue notice

3. Process reports and notices as you would ordinarily by clicking the **Run Reports/ Notices** button.

   Result: The archive file is processed.

Invalid Input File Version

The Invalid Input File version message (Figure 4-15) displays if you have selected an archive file for processing that was created by a previous version of Reporter and if the input file format has changed.

Invalid Input File Version
WARNING!
The following input file is NOT the correct version:
acqnotes.inp
It MUST BE removed or renamed before processing can continue. The Voyager Reporter will now be Terminated. Please fix the error condition and restart the Reporter.
OK
Cancel

Figure 4-15. Incorrect Input File Version message

If this occurs you will not be able to process the archive file unless you process it using the earlier version of Reporter.

Error Record Processing

If at the end of processing you receive a message indicating that one or more reports or notices had errors, you need to perform Error Record Processing.

The files containing the information regarding error records for reports and notices are found in the reports and notices archive directories on the users computer, usually `c:\voyager\Reporter\Notices` or `Reports`.

The `xxyymmdd.err` file is the error file, and the `xxyymmdd.msg` file is the message file.

The filename convention is `xxyymmdd.err` and `xxyymmdd.msg`, where `xx` is the first two characters of the input file name, `yy` is the processing year, `mm` is the processing month, and `dd` is the processing date.

The `xxyymmdd.err` file contains a list of the errors. The `xxyymmdd.msg` file gives the record line number, the column number (the character position, counting from the left end of the line) where the error occurred and a description of the error.

These files can be opened as a text file using a text editor.

CAUTION:
Do not move either of these files.

Error file

The error file allows you to see where an error is. An example of a `.err` file received after running circulation batch job 24 the transaction exceptions report follows.

```
07|97.2|09/07/2000|CHECKOUT|Circulation Review|||Managing
organizational behavior. John R. Schermerhorn, Jr., James G.
Hunt, Richard N. Osborn.|39239000611276|09/06/2000|checkin
```

This example shows that there is no name in the sixth field and no barcode in the seventh field as there should be based on the Circulation Reports Standard Interface File (SIF) in the *Voyager Technical User's Guide*.

Therefore to clear up this error the user can enter a fake name and barcode in the appropriate fields. An example of the correction follows.

```
07|97.2|09/07/2000|CHECKOUT|Circulation Review|FAKE
NAME|FAKE ID|Managing organizational behavior. John R.
Schermerhorn, Jr., James G. Hunt, Richard N.
Osborn.|39239000611276|09/06/2000|checkin
```

Message file

The message file explains to the user what the error is. The following is the file format.

Line:	1	Column:14	Missing Last Name
		Column:134	Missing Description
Line:	2	Column:22	Missing First Name

This indicates that the first record in the error file has two errors, a missing last name and a missing description. The second record in the error file has one error, it is missing a first name.

NOTE:
After describing all of the records with errors, all of the good records for the report are added at the end of the error file and the message file contains an entry such as, Beginning with Line: 3 The rest of the records in the file do NOT have errors.

Procedure 4-5. Correcting errors and running error record processing

Use the following to correct errors and run error record processing

1. Make the corrections in the error (`.err`) file.

    a. Print the message (`.msg`) file to use as a reference while making changes to the error file.

    b. Open the error file in a text editor (such as WordPad) and make the corrections indicated in the associated `.msg` file.

    For example, if a last name is missing, simply type in the last name.

    When editing the error file to make corrections, the user will encounter a pipe character (|). The correct data item must be entered in the error file immediately preceding this pipe and the file must be saved.

    Also, be certain that your text editor does **not** have word wrap turned on.

    c. When finished making corrections save and close the error file.

    Result: You are now ready to reprocess the error file.

2. Restart (or reset) Reporter, from the **File** menu, select **Error Record Processing**.

    Result: The **Error Selection** dialog box opens. It uses the same format as the **Archive Selection** dialog box. It lists all of the error files in the appropriate list (reports or notices) by application.

3. Select the error file(s) which you have corrected and click **OK** to begin processing the file(s) you have selected, or click **Cancel** to close the window without processing the file(s).

    Result: If you were successful in correcting some or all of the errors, the records will be processed and then appended to the correct archive file (if you are archiving).

If there are still some errors in the file, a new error file and message file pair will be created and stored in the appropriate archive directory (reports or notices) and you will be notified again that there are errors to process.

Editing the Format of Reports and Notices

5

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Editing the Format of Reports and Notices

5

Introduction

This chapter contains information on how sites can edit the format of the reports and notices that they produce.

The Reporter module acts as a coordinator between the raw data (input file) on the server and the printed or e-mailed report or notice. The input file follows a specified format Standard Interface File (SIF) and contains specific pieces of information. For information about the various SIF formats see the *Voyager Technical User's Guide*. The Reporter module takes that input file and formats it using a Microsoft Access database file (`.mdb`) to format it for printing or e-mailing.

With Reporter you can print (or e-mail if applicable) reports and notices using the provided formats, or you can modify these formats.

NOTE:
Users cannot add new variables to these reports or notices since the data comes from the corresponding SIF. Users can modify what will print on the report or notice.

An example of this might be on a circulation overdue notice, although the data for the item ID is available (in the SIF, therefore in the input file), the site may choose not to print it on the notice.

The Notices/Reports database files are located in the `c:\voyager\Reports` directory. The names are as follows:

- `acqnotes.mdb` (Acquisitions Notices)
- `crcnotes.mdb` (Circulation Notices)
- `mednotes.mdb` (Media Booking Notices)
- `medrprts.mdb` (Media Booking Reports)
- `acqrprts.mdb` (Acquisitions Reports)
- `catrprts.mdb` (Cataloging Reports)
- `crcrprts.mdb` (Circulation Reports)

Each of these database files contains an Access report that is the format for the report or notice.

Access names for the reports and notices distributed with Reporter

This section covers the reports for each module first, then the notices for each module.

Acquisitions Reports

Figure 5-1 displays the Access reports contained in the `acqrprts.mdb` file.

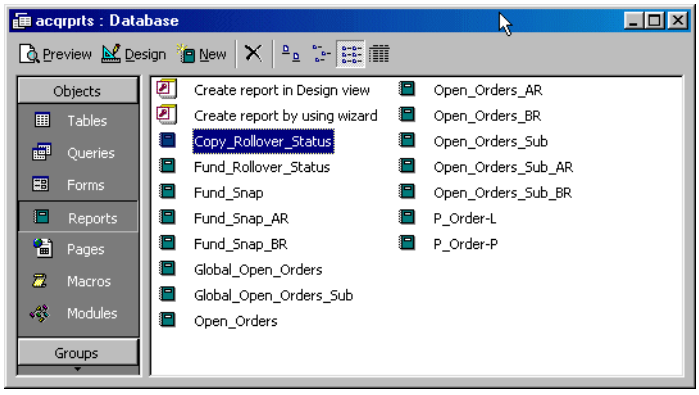

Figure 5-1. Access reports contained in the acqrprts.mdb file

Table 5-1 describes the acquisitions reports.

Table 5-1. Access reports contained in the acqrprts.mdb file descriptions

Microsoft Access Report Name	Report Description
Copy_Rollover_Status	Copy Rollover Status
Fund_Rollover_Status	Fund Rollover Status
Fund_Snap	Fund Snapshot
Fund_Snap_AR	Fund Snap Shot After Rollover
Fund_Snap_BR	Fund Snap Shot Before Rollover
Global_Open_Orders	Global Open Orders
Global_Open_Orders_Sub	Part of Global Open Orders
Open_Orders	Open Orders
Open_Orders_AR	Open Orders After Rollover
Open _Orders_BR	Open Orders Before Rollover
Open _Orders_Sub	Part of Open Orders
Open _Orders_Sub_AR	Part of Open Orders after
Open _Orders_Sub_BR	Part of Open Orders before
P_Order-L	Purchase Order in Landscape format
P_Order-P	Purchase Order in Portrait format

Cataloging Reports

Figure 5-2 displays the Access reports contained in the `catrprts.mdb` file.

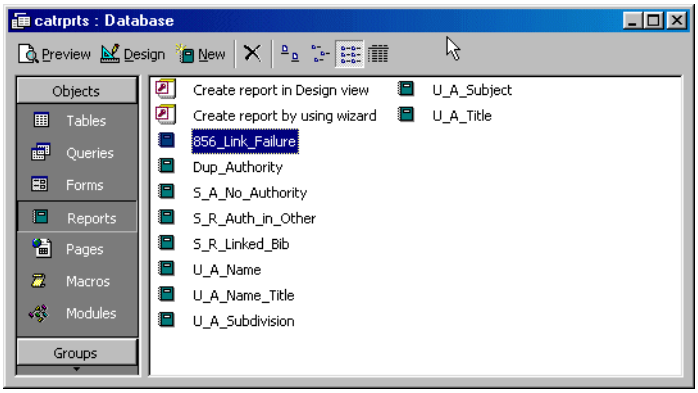

Figure 5-2. Access reports contained in the catrprts.mdb file

Table 5-2 describes the cataloging reports.

Table 5-2. Access reports contained in the catrprts.mdb file descriptions

Microsoft Access Report Name	Report Description
856_Link_Failure	856 Link Failure
Dup_Authority	Duplicate Authority Records
S_A_No_Authority	'See Also' References w/o Corresponding Auth Record
S_R_Auth_in_Other	'See' References authorized in another Auth Record
S_R_Linked_Bib	'See' Reference w/linked Bibs
U_A_Name	Unauthorized Name Heading
U_A_Name_Title	Unauthorized Name Title
U_A_Subdivision	Unauthorized Subdivisions
U_A_Subject	Unauthorized Subject Heading
U_A_Title	Unauthorized Title Heading

Circulation Reports

Figure 5-3 displays the Access reports contained in the `crcrprts.mdb` file.

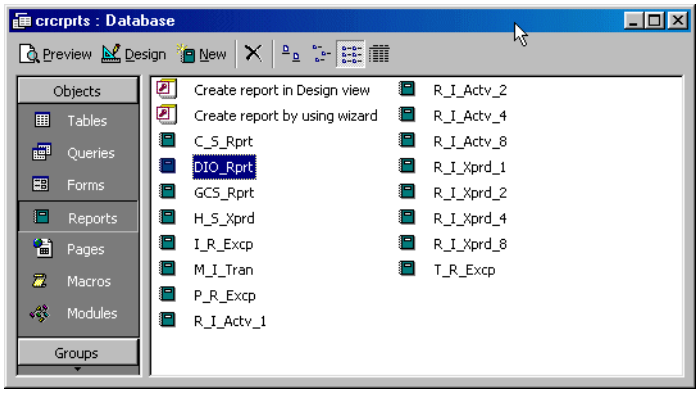

Figure 5-3. Access reports contained in the crcrprts.mdb file

Table 5-3 describes the circulation reports.

Table 5-3. Access reports contained in the crcrprts.mdb file descriptions

Microsoft Access Report Name	Report Description
C_S_Rprt	Circulation Statistics
DIO_Rprt	Distribution Item Order List
GCS_Rprt	Global Circulation Statistics
H_S_Xprd	Hold Shelf Expired
I_R_Excp	Item Related Exceptions
M_I_Tran	Missing in Transit
P_R_Excp	Patron Related Exceptions
R_I_Actv_1	Reserve Items Active (by Call Number)
R_I_Actv_2	Reserved Items Active (by Title)
R_I_Actv_4	Reserved Items Active (by Course Name & Call Number)
R_I_Actv_8	Reserved Items Active (by Course Name & Title)
R_I_Xprd_1	Reserved Items Expired (by Call Number)
R_I_Xprd_2	Reserved Items Expired (by Title)

Table 5-3. Access reports contained in the crcrprts.mdb file descriptions

Microsoft Access Report Name	Report Description
R_I_Xprd_4	Reserved Items Expired (by Course Name & Call Number)
R_I_Xprd_8	Reserved Items Expired (by Course Name & Title)
T_R_Excp	Transactions Exceptions

Media Booking Reports

Figure 5-4 displays the Access reports contained in the `medrprts.mdb` file.

.

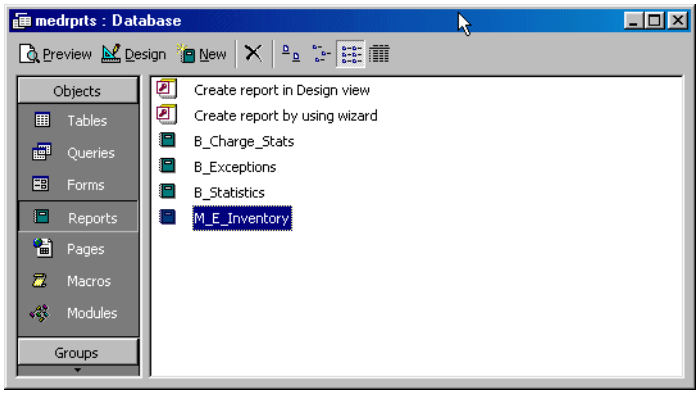

Figure 5-4. Access reports contained in the medrprts.mdb file

Table 5-4 describes the media scheduling reports.

Table 5-4. Access reports contained in the medrprts.mdb file descriptions

Microsoft Access Report Name	Report Description
B_Charge_Stats	Booking Charge Statistics
B_Exceptions	Booking Exceptions
B_Statistics	Booking Statistics
M_E_Inventory	Media Equipment Inventory

Acquisitions Notices

Figure 5-5 displays the Access reports contained in the `acqnotes.mdb` file.

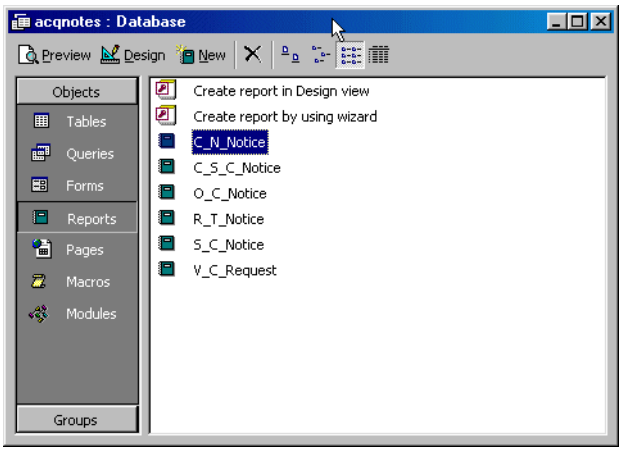

Figure 5-5. Access reports contained in the acqnotes.mdb file

Table 5-5 describes the acquisition notices reports.

Table 5-5. Access reports contained in the acqnotes.mdb file descriptions

Microsoft Access Report Name	Notice Description
C_N_Notice	Canceled Purchase Order Notice
C_S_C_Notice	Canceled Serial Claim Notice
O_C_Notice	Order Claim Notice
R_T_Notice	Return Notice
S_C_Notice	Serial Claim Notice
V_C_Notice	Voucher/Check Request Notice

Circulation Notices

Figure 5-6 displays the Access reports contained in the `crcnotes.mdb` file.

.

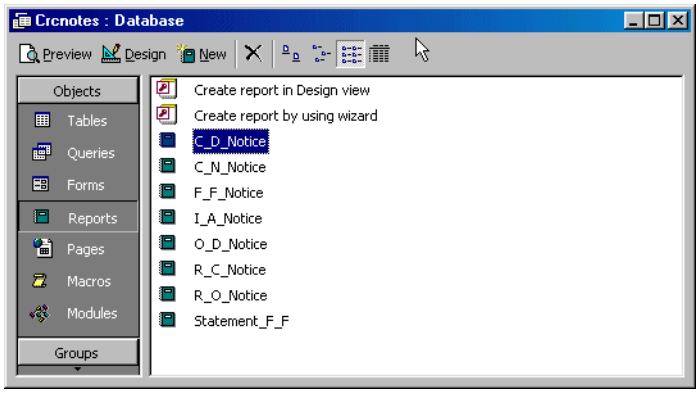

Figure 5-6. Access reports contained in the crcnotes.mdb file

Table 5-6 describes the circulation notices reports.

Table 5-6. Access reports contained in the crcnotes.mdb file descriptions

Microsoft Access Report Name	Notice Description
C_D_Notice	Courtesy Due Notice
C_N_Notice	Canceled Hold/Recall Notice
F_F_Notice	Fines/Fees Notice
I_A_Notice	Item Available Notice
O_D_Notice	Overdue Item Notice
R_C_Notice	Recall Notice
R_O_Notice	Recall Overdue Notice
Statement_F_F	Fine/Fee Statement Notice

Media Booking Notices

Figure 5-7 displays the Access reports contained in the `mednotes.mdb` file.

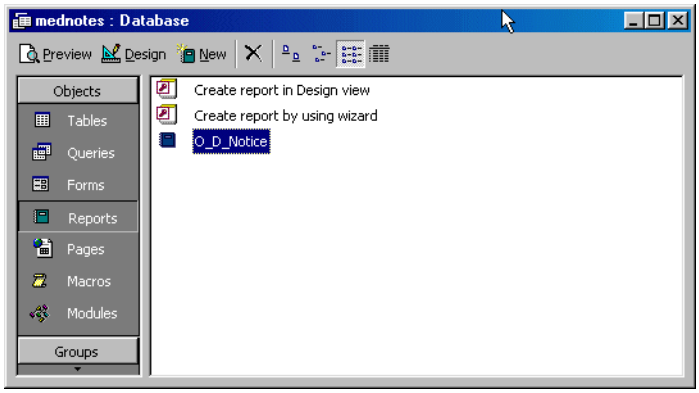

Figure 5-7. Access reports contained in the mednotes.mdb file

Table 5-7 describes the media scheduling notice reports.

Table 5-7. Access reports contained in the mednotes.mdb file descriptions

Microsoft Access Report Name	Notice Description
O_D_Notice	Overdue Item/Equipment Notice

Editing the Formats of Reports and Notices

This section provides instructions on how to edit the report or notice format.

Procedure 5-1. Editing a report or notice format using Microsoft Access

Use the following to change, add text, or remove data fields from these Access database file reports. Remember that you cannot add new data fields to these formats or to the tables.

IMPORTANT:
Only those persons with knowledge of Microsoft Access attempt to change these formats.

1. Before you edit a report or notice, copy the file, and place the copy in another directory. This way, if there are any problems using the modified `.mdb` files, you can go back to the original `.mdb` file.

2. Open the database file you want to edit.

    a. Open Access.

    b. From the **File** menu, select **Open...**.

    c. Change to the directory where your report databases are located (usually `c:\voyager\Reporter`).

    d. Select and open the database file you want to edit (the `acqnotes.mdb`, `crcnotes.mdb`, `mednotes.mdb`, `acqrprts.mdb`, `catrprts.mdb`, `crcrprts.mdb`, or `medrprts.mdb`).

    Result: The database file you want to edit is available.

3. Access the report or notice you want to modify.

    a. Click the **Report** tab.

    b. Highlight the report or notice that you want to modify, (in the example in Figure 5-8 the `crcnotes.mdb`, overdue notice will be modified).

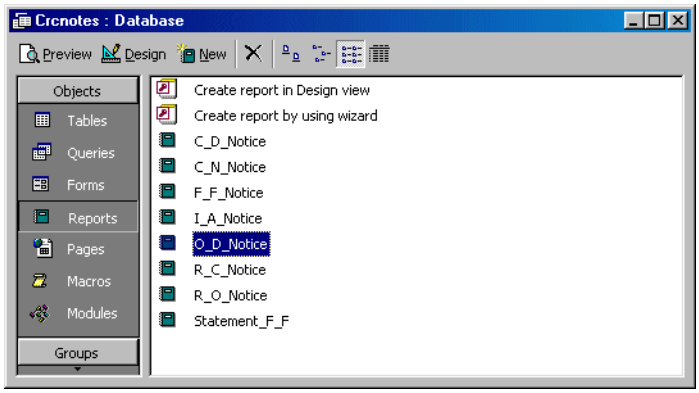

Figure 5-8. Overdue Notice selected to be modified

    c. Click the **Design** button.

Result: The report or notice is available to make changes to the format (see Figure 5-9).

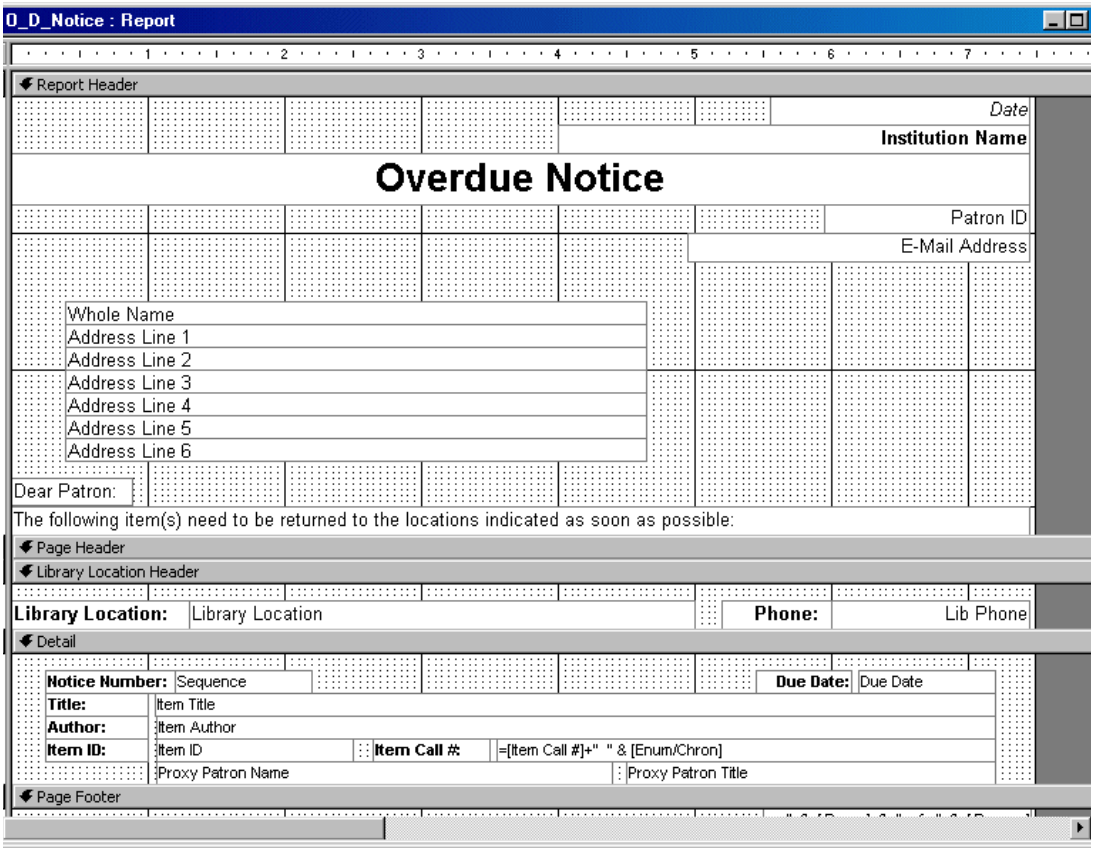

Figure 5-9. Design view of the Overdue Notice

4. Use standard Access tools and commands to edit the report or notice, then save the report or notice under the same name.

   Result: The Access database file and its selected report/notice has been modified.

   NOTE:
   If Voyager is reinstalled customized Access reports will be overwritten. If you have made customizations, save your files in a different directory.

Editing Text for e-mail Notices

Notices can be sent to patrons using e-mail instead of sending a printed copy. Users can customize the text of the e-mail notices that Reporter sends.

The `NoticeEmail.cfg` file usually located in `c:\voyager\Reporter` contains the text of the e-mail message.

This file is divided into various sections, a common section, and a section for each notice which can be sent by e-mail.

The common section contains information such as a salutation, the **phone number**, **location**, and an item called **LastLine**. The location is the Circulation happening location of the last circulation transaction for the item in question. The **LastLine** is printed immediately before the library name and address at the end of every notice (see Figure 5-10).

```
[Common]
Salutation=Dear
Title=Title:
Author=Author:
ID=Item ID:
Call#=Call #:
ExpDate=Expiration Date:
DueDate=Due Date:
Sequence=Notification Number:
Location=Location:
Phone=Phone:
EqType=Equipment Type:
EqNum=Equipment No.:
EqID=Equipment ID:
EqBarcode=Barcode:
Manu=Manufacturer:
Model= Model:
SN=Serial Number:
CN=Confirmation No.:
BS=Booking Start:
BE=Booking End:
LastLine=If you have questions or need assistance contact us at:
```

Figure 5-10. Common section of the NoticeEmail.cfg

In each notice section you find the items **FirstLine**, **Header1**, and **Header2**. These items (if not blank) are printed in this order before the notice detail. Also, each notice section contains the items **Trailer1**, **Trailer2**, and **Trailer3**. These items are printed in this order (if not blank) after the notice detail. See Figure 5-11 for an example of the overdue notice section.

```
[O_D_Notice]
Subject=Overdue Notice
FirstLine=The following item(s) must be returned to the
         location(s) indicated below as soon as possible.
Header1=
Header2=
Trailer1=If you are liable for overdue fines remember that the
         fine increases the longer you keep the item.  You may
         also be charged for the replacement cost if the item is
         not returned.
Trailer2=
Trailer3=
```

Figure 5-11. Example of the O_D_Notice section of the NoticeEmail.cfg

NOTE:
The user can only edit the text to the right of the = symbol. If you want to have nothing printed for a given item, then have nothing after the = symbol.

CAUTION:
You must not remove any of these items, nor can you add any items to this file, to do so will cause a program failure.

Procedure 5-2. Editing the text in the NoticeEmail.cfg

Use the following to edit the text in the `NoticeEmail.cfg` file.

1. Copy the `NoticeEmail.cfg` file into another directory before any changes are made to the existing file.

   Result: This creates a copy to be used if there are problems with the modified file.

2. Change to `c:\voyager\Reporter`.

a. Open the `NoticeEmail.cfg` file in any word processing program or text editor.

b. Edit, add, or remove any text the to left of the = symbol using standard editing commands.

c. Save the file under the same name.

Result: The `NoticeEmail.cfg` is edited.

NOTE:
Each of the items comprise a single continuous paragraph in the notice. Therefore, when changing these items, make sure that your editor has word wrap turned off. Do not try to create your own paragraphs by pressing enter. Each item must be one continuous string. Anything typed after pressing enter is ignored.

Common Reporter Errors

6

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- Unprocessed e-mail Notices 6-3
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Common Reporter Errors

6

Introduction

This chapter contains information on some typical error conditions and their resolutions.

Error Conditions

The following typical error conditions are discussed.

- Failure Recovery Run
- Error Records
- Unprocessed e-mail notices

Failure Recovery Run

If your prior session of Reporter terminated without completely processing all of the reports and/or notices, Reporter displays the following message (Figure 6-1) at the beginning of your next Reporter session. This may be necessary, for example, if there was a printer or e-mail problem.

In the situation where not all of the reports or notices are processed (that is produced), the user must process these reports before processing the current ones.

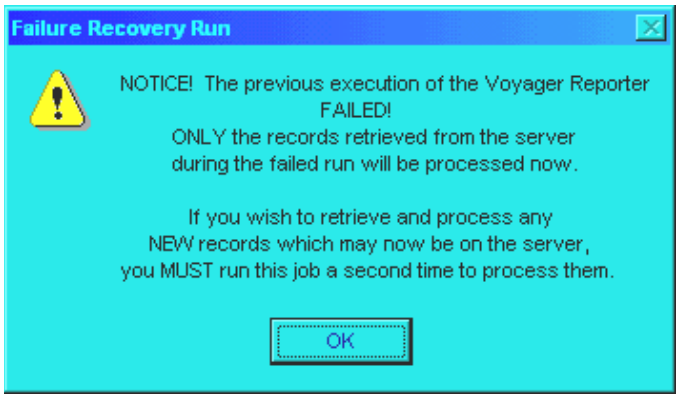
Failure Recovery Run
NOTICE! The previous execution of the Voyager Reporter FAILED!
ONLY the records retrieved from the server during the failed run will be processed now.
If you wish to retrieve and process any NEW records which may now be on the server, you MUST run this job a second time to process them.
OK

Figure 6-1. Failure Recovery Run message

This processing occurs automatically. When the user clicks the **OK** button in the message, Reporter restarts and processes the previous session's report/notices files. At the end of this process, the **Reset** button becomes available. You can then click the **Reset** button and process any current files on the server.

Unprocessed Report and/or Notice

If, during processing, Reporter found errors in any of the input file records, you will receive the message shown in Figure 6-2.

Figure 6-2. Unprocessed Report and/or Notice Items message

The user must correct the errors in the input file, see Procedure 4-5, Correcting errors and running error record processing, on page 4-19.

Unprocessed e-mail Notices

The message in Figure 6-3 displays at the end of processing, listing the notices which had unprocessed e-mail items. That is when sending the e-mails failed.

Figure 6-3. Unprocessed E-Mail Notices message

Restoring the Server File to Run in Reporter

Occasionally it may be necessary to restore the archived date-stamped server file to an input (`.inp`) to re-run in Reporter. Your System Administrator can do this if file is not archived on the local computer, due to not being archived in the first place, or if the 30-day life span of the archived file on the computer has past.

CAUTION:
Use caution at all times when working on your Voyager server.

Procedure 6-1. Restoring the Server File to Run in Reporter

Use the following procedure to restore an archived file on the server.

1. On your Voyager server, in the `/m1/voyager/xxxdb/rpt` directory find the file you want to restore. This is a file with a specific print location code and specific date and time stamp.

2. To append the file use the **`cat >>`** command, changing the date-time stamp to `.inp`. If there already is an `.inp` file, the contents of the archive will be appended to it. If there is not already an `.inp` file, one will be created.

   For example:

   ```
   /m1/voyager/xxxdb/rpt $
   cat nameofreport.printloccode.datetimestamp >>
   nameofreport.printloccode.inp
   ```

   If you were trying to restore a circulation notices archive from March 1, 2002 at 12:39 pm (the time when Reporter was run and the archive created), with the print location code of Circ in the training database, then you would type the following:

   ```
   /m1/voyager/traindb/rpt $
   cat crcnotes.Circ.20020301.1239 >> crcnotes.Circ.inp
   ```

   Result: The file is restored and available to Reporter.

Prepackaged Access Reports

7

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Prepackaged Access Reports

7

Introduction

This chapter contains descriptions of Voyager's Prepackaged Access reports.

Libraries can use these reports for additional statistical reporting. Additionally, they can be used as the foundation for other access queries the user may want to create.

The first part of this section lists the various reports that are available and a brief description. The second part contains brief information on the blobs.

Prepackaged Access Reports Overview

The Prepackaged Access reports allow for a great deal of flexibility and power through mining information from your Voyager database. The reports are predefined reports that cover a huge number of different kinds of information, that can be easily modified to provide the type and level of information that you need.

However, you may still find that the reports do not provide you with the exact information that you need. You can use Microsoft Access to customize any of the reports included here to present you with the information that you need in the appropriate format. The Prepackaged Access reports allow you two important ways to change the information. You can completely change the layout and the format of each of the reports. Secondly, you can specify which tables in the

database you want to draw information from. You can use the tables, the queries, and the reports provided to come up with reports that get you the information that you need.

The Oracle client returns UTF-8 or Latin-1 encoded data to Access. However, Access cannot properly display UTF-8 data, therefore an internal conversion function is used to convert the UTF-8 encoded data into UTF-16 encoded data. Latin-1 displays appropriately with no conversion.

Some examples of queries that convert UTF-8 data to UTF-16 data are:

- Bib Records Created by operator, data from bib_text.title_brief
- Item Status - Damaged, data from bib_text.title
- MFHD Count - Library of Congress classification, data from lcclass_vw.class
- all the Title List reports

IMPORTANT:
Customers creating new queries or modifying existing queries must determine if the column they are referencing is UTF-8 encoded. If this is the case, they must include a conversion function (UTF-8 to UTF-16) to appropriately display or print the data.

For example, users can convert author and title in the bib_text table, using the following function in the SQL view directly:

```
SELECT  bib_id,
        UTF8TO16(author),
        UTF8TO16(title)
FROM    bib_text;
```

Or, users can access the query to which they must add the conversion function and using the Design view, add the function (utf8to16) in the field (see Figure 7-1).

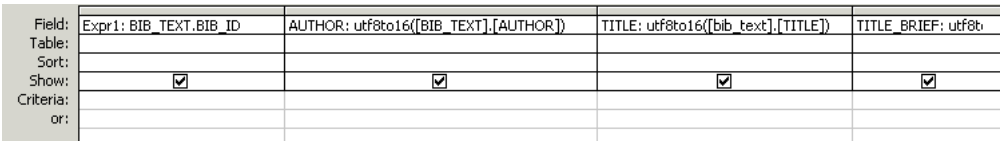


Figure 7-1. Sample of adding conversion function to an Access query

For a complete list of UTF-8 columns in the Voyager database see the *Voyager Technical User's Guide.*

NOTE:
The default font is Arial Unicode MS. User's wanting to change this font may do so however, for accurate display you must use a Unicode font.

Before using Voyager's Prepackaged Access Reports

Before you have access to these reports users must follow the set up instructions in Setting Up the Prepackaged Access Reports on page 1-17 of the *Voyager Reporter User's Guide*.

Voyager's Prepackaged Access Reports

Most of the reports have a query with an identical name. Unless otherwise noted, all names listed represent identically named reports and queries. Queries that have no matching reports are noted with a single asterisk (*). Reports without matching queries are noted with two asterisks (**).

Figure 7-2 on page 7-4 and Figure 7-3 on page 7-5 provide examples of the reports and queries available.

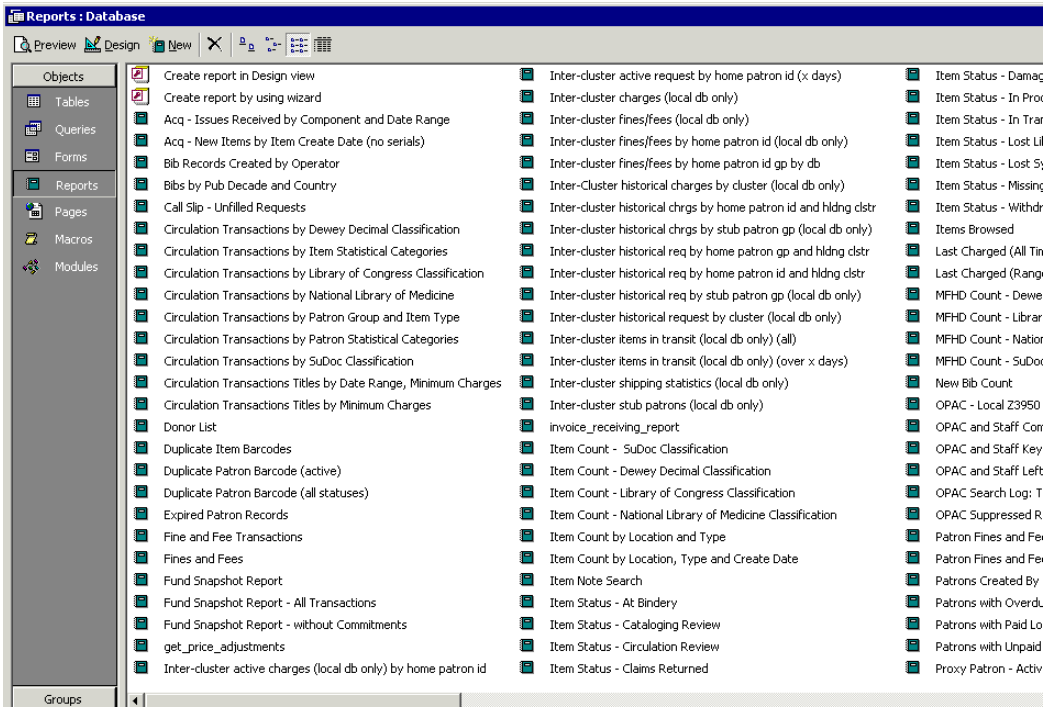

Reports : Database
Preview
Design
New
Objects
Tables
Queries
Forms
Reports
Pages
Macros
Modules
Groups
Create report in Design view
Create report by using wizard
Acq - Issues Received by Component and Date Range
Acq - New Items by Item Create Date (no serials)
Bib Records Created by Operator
Bibs by Pub Decade and Country
Call Slip - Unfilled Requests
Circulation Transactions by Dewey Decimal Classification
Circulation Transactions by Item Statistical Categories
Circulation Transactions by Library of Congress Classification
Circulation Transactions by National Library of Medicine
Circulation Transactions by Patron Group and Item Type
Circulation Transactions by Patron Statistical Categories
Circulation Transactions by SuDoc Classification
Circulation Transactions Titles by Date Range, Minimum Charges
Circulation Transactions Titles by Minimum Charges
Donor List
Duplicate Item Barcodes
Duplicate Patron Barcode (active)
Duplicate Patron Barcode (all statuses)
Expired Patron Records
Fine and Fee Transactions
Fines and Fees
Fund Snapshot Report
Fund Snapshot Report - All Transactions
Fund Snapshot Report - without Commitments
get_price_adjustments
Inter-cluster active charges (local db only) by home patron id
Inter-cluster active request by home patron id (x days)
Inter-cluster charges (local db only)
Inter-cluster fines/fees (local db only)
Inter-cluster fines/fees by home patron id (local db only)
Inter-cluster fines/fees by home patron id gp by db
Inter-Cluster historical charges by cluster (local db only)
Inter-cluster historical chrgs by home patron id and hldng clstr
Inter-cluster historical chrgs by stub patron gp (local db only)
Inter-cluster historical req by home patron gp and hldng clstr
Inter-cluster historical req by home patron id and hldng clstr
Inter-cluster historical req by stub patron gp (local db only)
Inter-cluster historical request by cluster (local db only)
Inter-cluster items in transit (local db only) (all)
Inter-cluster items in transit (local db only) (over x days)
Inter-cluster shipping statistics (local db only)
Inter-cluster stub patrons (local db only)
invoice_receiving_report
Item Count - SuDoc Classification
Item Count - Dewey Decimal Classification
Item Count - Library of Congress Classification
Item Count - National Library of Medicine Classification
Item Count by Location and Type
Item Count by Location, Type and Create Date
Item Note Search
Item Status - At Bindery
Item Status - Cataloging Review
Item Status - Circulation Review
Item Status - Claims Returned
Item Status - Damag
Item Status - In Proc
Item Status - In Trar
Item Status - Lost Lil
Item Status - Lost Sy
Item Status - Missing
Item Status - Withdr
Items Browsed
Last Charged (All Tin
Last Charged (Rang
MFHD Count - Dewe
MFHD Count - Librar
MFHD Count - Natior
MFHD Count - SuDoc
New Bib Count
OPAC - Local Z3950
OPAC and Staff Com
OPAC and Staff Key
OPAC and Staff Left
OPAC Search Log: T
OPAC Suppressed R
Patron Fines and Fe
Patron Fines and Fe
Patrons Created By
Patrons with Overdu
Patrons with Paid Lo
Patrons with Unpaid
Proxy Patron - Activ

Figure 7-2. Reports list in Access (not all reports shown)

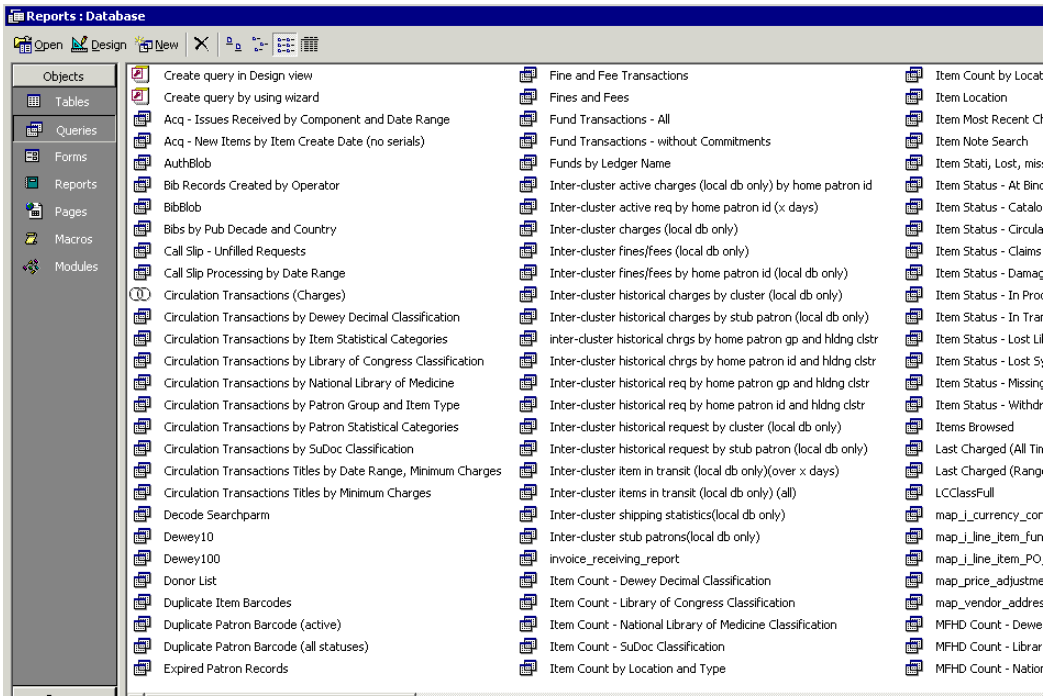

Reports : Database
Open
Design
New
Objects
Tables
Queries
Forms
Reports
Pages
Macros
Modules
Create query in Design view
Create query by using wizard
Acq - Issues Received by Component and Date Range
Acq - New Items by Item Create Date (no serials)
AuthBlob
Bib Records Created by Operator
BibBlob
Bibs by Pub Decade and Country
Call Slip - Unfilled Requests
Call Slip Processing by Date Range
Circulation Transactions (Charges)
Circulation Transactions by Dewey Decimal Classification
Circulation Transactions by Item Statistical Categories
Circulation Transactions by Library of Congress Classification
Circulation Transactions by National Library of Medicine
Circulation Transactions by Patron Group and Item Type
Circulation Transactions by Patron Statistical Categories
Circulation Transactions by SuDoc Classification
Circulation Transactions Titles by Date Range, Minimum Charges
Circulation Transactions Titles by Minimum Charges
Decode Searchparm
Dewey10
Dewey100
Donor List
Duplicate Item Barcodes
Duplicate Patron Barcode (active)
Duplicate Patron Barcode (all statuses)
Expired Patron Records
Fine and Fee Transactions
Fines and Fees
Fund Transactions - All
Fund Transactions - without Commitments
Funds by Ledger Name
Inter-cluster active charges (local db only) by home patron id
Inter-cluster active req by home patron id (x days)
Inter-cluster charges (local db only)
Inter-cluster fines/fees (local db only)
Inter-cluster fines/fees by home patron id (local db only)
Inter-cluster historical charges by cluster (local db only)
Inter-cluster historical charges by stub patron (local db only)
inter-cluster historical chrgs by home patron gp and hldng clstr
Inter-cluster historical chrgs by home patron id and hldng clstr
Inter-cluster historical req by home patron gp and hldng clstr
Inter-cluster historical req by home patron id and hldng clstr
Inter-cluster historical request by cluster (local db only)
Inter-cluster historical request by stub patron (local db only)
Inter-cluster item in transit (local db only)(over x days)
Inter-cluster items in transit (local db only) (all)
Inter-cluster shipping statistics(local db only)
Inter-cluster stub patrons(local db only)
invoice_receiving_report
Item Count - Dewey Decimal Classification
Item Count - Library of Congress Classification
Item Count - National Library of Medicine Classification
Item Count - SuDoc Classification
Item Count by Location and Type
Item Count by Locat
Item Location
Item Most Recent Ch
Item Note Search
Item Stati, Lost, mis
Item Status - At Binc
Item Status - Catalo
Item Status - Circula
Item Status - Claims
Item Status - Damag
Item Status - In Proc
Item Status - In Tran
Item Status - Lost Lil
Item Status - Lost Sy
Item Status - Missing
Item Status - Withdr
Items Browsed
Last Charged (All Tin
Last Charged (Rang
LCClassFull
map_i_currency_cor
map_i_line_item_fun
map_i_line_item_PO_
map_price_adjustme
map_vendor_addres
MFHD Count - Dewe
MFHD Count - Librar
MFHD Count - Natior

Figure 7-3. Queries list in Access (not all queries shown)

Reports and queries in the Prepackaged Access Reports file

The following are the reports and queries distributed in Voyager's Prepackaged Access reports file.

Acq - Issues Received by Component and Date Range

A list of journals for which issues have been received, including how many issues have been received for each journal, within the specified date range.

Acq - Issues Received by Component and Date Range (no serials)

Items created for non-serial bibliographic records in a specific date range.

AuthBlob*

A list of the contents of the blobs in each authority record in the database. Listed by Auth ID.

Bib Records Created by Operator

A list of all of the bibliographic records created within the specified date range and the operator that created each.

BibBlob*

A list of the contents of the blobs in each bibliographic record in the database. Listed by Bib ID.

Bibs by Pub Decade and Country

For each decade, lists the number of bibs for each country. Also lists the sum and the average of all countries per decade and the grand total of all of the bibs.

Call Slip Unfilled Requests

Title and item details of unfilled Call Slip and UB requests for a specified date range.

Call Slip Processing by Date Range*

Lists the status, no fill reason, start and end dates, Call Slip print group, average Call Slips processed, request time, and archive date for all of the Call Slips within the specified date range.

Circulation Transactions (Charges)*

A list of all current and archived circulation transactions (charges).

Circulation Transactions by Dewey Decimal Classification

Lists total numbers of transactions for each category of Dewey Decimal classification.

Circulation Transactions by Item Statistical Categories

Lists total numbers of transactions for each item statistical category.

Circulation Transactions by Library of Congress Classification

Lists total numbers of transactions for each category of Library of Congress classification.

Circulation Transactions by National Library of Medicine

Lists total numbers of transactions for each category of National Library of Medicine classification.

Circulation Transactions by Patron Group and Item Type

Lists total numbers of transactions for each combination of patron group and item type.

Circulation Transactions by Patron Statistical Categories

Lists total numbers of transactions for each patron statistical category, listed per location.

Circulation Transactions by SuDoc Classification

Lists total numbers of transactions for each category of SuDoc classification.

Circulation Transactions Titles by Date Range, Minimum Charges

Lists the titles within the specified date range that have been charged at least the specified number of times.

Circulation Transactions Titles by Minimum Charges

Lists the titles that have been charged at least the specified number of times.

NOTE:
For Circulation reports that include Circulation Transaction Type data, N corresponds to Normal and O corresponds to Override.

Decode Searchparm*

Lists indexes in the search parameters table. This query is used by various OPAC reports.

Dewey10*

Lists the Dewey classifications that are multiples of 10.

Dewey100*

Lists the Dewey classifications that are multiples of 100.

Donor List

A list of donors and the items that have been donated by each one, including title, location and call number of each item.

Duplicate Item Barcodes

Lists each item barcode and the number of duplicate barcodes for each item.

Duplicate Patron Barcode (active)

Lists each active patron barcode and the number of duplicate barcodes for each active patron.

Duplicate Patron Barcode (all statuses)

Lists each patron barcode of any status and the number of duplicate barcodes for each patron.

Expired Patron Records

Lists all of the patron records that expired between the specified dates.

Fine and Fee Transactions

Lists all of the Fine and Fee payment transactions that occurred between the specified dates.

Fines and Fees

Lists all of the Fines and Fees incurred between the specified dates.

Fund Snapshot Report**

Provides a quick view of some of the pertinent information regarding the fund.

Fund Snapshot Report - All Transactions**

Provides a quick view of some of the pertinent information regarding the fund, including a list of all transactions conducted on the fund.

Fund Snapshot Report - without Commitments**

Provides a quick view of some of the pertinent information regarding the fund, including a list of uncommitted money in the fund.

Fund Transactions - All*

Provides pertinent information regarding the fund, including a list of all transactions conducted on the fund.

Fund Transactions - without Commitments*

Provides pertinent information regarding the fund, including a list of uncommitted money in the fund.

Funds by Ledger Name*

Lists the names of all the funds that are part of the specified ledger and fiscal period.

Get_price_adjustments (sub)**

Query used by the Invoice Receiving report.

Inter-cluster active charges (local database only) by home patron id

This report lists current outstanding inter-cluster charges for all home patrons cluster.

Inter-cluster active request by home patron id (x days)

This report lists the total number of current inter-cluster requests for home patrons that have not been filled for any reason.

Inter-cluster charges (local database only)

This report lists current outstanding charges for stub patron records in the local cluster.

Inter-cluster fines/fees (local database only)

This report lists all stub patron records in the local database with outstanding fines and fees. Fine details (for example, overdue or lost) are included.

Inter-cluster fines/fees by home patron id (local database only)

This report lists current inter-cluster fee and demerit balances at any holding library for home patrons, sorted by patron.

Inter-cluster fines/fees by home patron id grouped by database**

This report lists current inter-cluster fine/fee balances and demerit balances at any holding library for local patrons, sorted by holding library. It is essentially the inter-cluster Home Patrons With Fees and Demerits report grouped by database instead of patron.

Inter-cluster historical charges by cluster (local database only)

This report counts total number of inter-cluster historical charges by cluster at the local database.

Inter-cluster historical charges by stub patron group (local database only)

This report counts total number of inter-cluster historical charges by stub patron group at the local database.

Inter-cluster historical charges by home patron group and holding cluster*

This report counts total number of historical inter-cluster charges to home patrons by home patron group.

Inter-cluster historical charges by home patron id and holding cluster

This report counts total number of historical inter-cluster charges to home patrons by Holding cluster. If the patron id is purged this report will not work.

Inter-cluster historical requests by home patron group and holding cluster

This report counts the total number of historical inter-cluster requests made by home patrons listed by home patron group.

Inter-cluster historical requests by home patron id and holding cluster

This report counts the total number of historical inter-cluster requests made by home patrons listed by Holding cluster.

Inter-cluster historical requests by cluster (local database only)

This report counts total number of inter-cluster historical requests at the local database. Its call slips should be reporter.)

Inter-cluster historical request by stub patron group (local database only)

This report counts total number of inter-cluster historical requests at the local database by the stub patron group.

Inter-cluster items in transit (local database only)(all)

This report lists all inter-cluster items currently with an In Transit status.

Inter-cluster items in transit (local database only) (over x days)

This report lists all inter-cluster items with an In Transit status for a specific time period to identify missing items.

Inter-cluster shipping statistics (local database only)

This report calculates the average and maximum shipping times (in days) between clusters for a specific time period. This covers both inbound and outbound shipping.

Inter-cluster stub patrons (local database only)

This report lists all stub patron records in the local database, sorted by the stub patron's Home cluster.

Invoice_receiving_report

Provides invoice data including a breakdown by federal tax ID.

Item Count - Dewey Decimal Classification

Lists the number of items of each category under Dewey Decimal Classification.

Item Count - Library of Congress Classification

Lists the number of items of each category under Library of Congress Classification.

Item Count - National Library of Medicine Classification

Lists the number of items of each category under National Library of Medicine Classification.

Item Count - SuDoc Classification

Lists the number of items of each category under SuDoc Classification.

Item Count by Location and Type

Lists the number of items of each type at each location.

Item Count by Location, Type and Create Date

Lists the number of items of each type at each location that were created between the specified dates.

Item Location*

Lists location, item type, historical browses, holds and recalls placed, create and modify dates, operators, and location for every item in the database.

Item Most Recent Charge Date*

Lists the most recent date that every item in the database was charged.

Item Note Search

Lists all of the items that have notes attached to them, including Barcode, Item ID, and Note information.

Item Stati, Lost, missing etc.*

Lists the status, status date and other item information for every item in the database.

Item Status - At Bindery

Lists all of the items that have a status of At bindery.

Item Status - Cataloging Review

Lists all of the items that have a status of Cataloging Review.

Item Status - Circulation Review

Lists all of the items that have a status of Circulation Review.

Item Status - Claims Returned

Lists all of the items that have a status of Claims Returned.

Item Status - Damaged

Lists all of the items that have a status of Damaged.

Item Status - In Process

Lists all of the items that have a status of In Process.

Item Status - In Transit

Lists all of the items that have a status of In Transit.

Item Status - Lost Library Applied

Lists all items that have a status of Lost - Library Applied.

Item Status - Lost System Applied

Lists all items that have a status of Lost - System Applied.

Item Status - Missing

Lists all of the items that have a status of Missing.

Item Status - Withdrawn

Lists all of the items that have a status of Withdrawn.

Items Browsed

Lists items that have been browsed a certain number of times above the specified threshold.

Last Charged (All Time)

Lists the latest charge date for records at each location.

Last Charged (Range)

Lists the date of the last charge for records at each location within the specified date range.

LCClassFull*

Lists class letters for all of the categories under Library of Congress classification.

Map_i_currency_conversion (sub)*

Query used by the Invoice Receiving report.

Map_i_line_item_fund (sub)*

Query used by the Invoice Receiving report.

Map_i_line_item_PO_bib (sub)*

Query used by the Invoice Receiving report.

Map_price_adjustments (sub)*

Query used by the Invoice Receiving report.

Map_vendor_address (sub)*

Query used by the Invoice Receiving report.

MFHD Count - Dewey Decimal Classification

Lists the number of holdings records of each category of the Dewey Decimal Classification.

MFHD Count - Library of Congress Classification

Lists the number of holdings records of each category of the Library of Congress Classification.

MFHD Count - National Library of Medicine Classification

Lists the number of holdings records of each category of the National Library of Medicine Classification.

MFHD Count - SuDoc Classification

Lists the number of holdings records of each category of the SuDoc Classification.

MFHDBlob*

A list of the contents of the blobs in each holdings record in the database. Listed by MFHD ID.

New Bib Count

Lists how many new bibs were created at each location by each operator within the specified date range.

OPAC - Local Z3950 Mappings to Voyager Indexes

For each use attribute, lists the position attribute, search code, and search name.

OPAC and Staff Composite Left-Anchored Indexes

Lists all composite left-anchored indexes and whether each is available for staff and/or OPAC searching.

OPAC and Staff Keyword Indexes

Lists all keyword indexes and whether each is available for staff and/or OPAC searching.

OPAC and Staff Left-Anchored Indexes

Lists all left-anchored indexes and whether each is available for staff and/or OPAC searching.

OPAC Search Log: Total Searches by Day

Lists total number of searches performed on each day within the specified date range and summarizes search totals for each month and each year, including the total, the average, the lowest count for a single day, and the highest count for a single day for each period.

OPAC Suppressed Records

Lists the number of records that are suppressed from being displayed in OPAC, listed by item location.

Patron Fines and Fees

Lists all of the fines and fees accrued by all patrons.

Patron Fines and Fees - UB Stub Patrons

This report lists all stub patron records in the local database with outstanding fines and fees. Fine details (for example, overdue or lost) are included.

Patrons Created By Operator

Lists the number of patron records created by each operator within the specified date range.

Patrons with Overdue Items

Lists the patrons who have items that are overdue the specified number of days.

Patrons with Paid Lost Items to Discharge

Lists the patrons who have paid for lost items which now need to be discharged.

Patrons with Unpaid Lost Items

Lists the patrons with lost items that have not been paid for.

Proxy Patron - Active

Lists all patrons with active proxies and their active proxies.

Proxy Patron - Expired

Lists all of the patrons that have expired proxies and all of their expired proxies.

Publications Patterns with Components

For each pattern name, lists all components and the frequency associated with that pattern.

Requestor List

A list of people who have requested items and the items that they requested, including title, location, and call number of each item.

Routing List Locations

Lists routing list locations sorted by title and component name, including the date that the list was added.

Routing List Locations (sub)*

Query used by the Routing List Locations report.

Routing List Members (sub)*

Query used by the Routing Lists report.

Routing List Patrons

Lists patrons on routing list and the titles that they receive, including title, component name, routing list name, and the date that the list was added.

Routing List Patrons (sub)*

Query used by the Routing List Patrons report.

Routing Lists

Lists for each title and component each routing list and all of the patrons to whom each item should be delivered in turn.

searchfields2*

Query that divides the tag from the subfield for purposes of reporting.

Security: All Profiles (sub)*

Query used by the Security: All Profiles and Operators report.

Security: All Profiles and Operators

Lists for every operator all of the security profiles for every module that the operator is allowed.

Short Loans

Lists the number of short loans of each status of which the status was incurred between the specified dates. The following dispositions are included in the report: a count for each of the following dispositions: cancelled, charged, item indefinitely unavailable, item temporarily unavailable, unclaimed.

Item temporarily unavailable means that the item, at the time charge or scheduling, was not able to be charged or scheduled. That is someone else had it charged out and so the system couldn't fulfill the request.

Item indefinitely unavailable refers to a more permanent status. For example the item could be lost or withdrawn.

Subscription Payment History

Lists all of the invoices for each title by title and invoice date, including the line item price and type.

Subtotals (sub)*

Query used by the Invoice Receiving report.

Subtotals_sub (sub)**

Query used by the Invoice Receiving report.

System Access Tables NOT Linked*

Lists all of the tables in the reports.mdb file that are not linked to the database.

System Linked Tables*

Lists all of the tables in the `reports.mdb` file that are linked to the database.

System Query List*

Lists all of the queries available in the `reports.mdb` file.

System Reports Available**

Lists all of the available prepackaged reports in the current release of this `reports.mdb` file.

System Report List*

Lists all of the reports available in the `reports.mdb` file.

Title List - Bib Level = s

Lists all of the titles with Bib Level = s (serial items).

Title List - Medium Computer File

Lists all of the titles that have a medium type in the 007 of Computer File.

Title List - Medium Globe

Lists all of the titles that have a medium type in the 007 of Globe.

Title List - Medium Map

Lists all of the titles that have a medium type in the 007 of Map.

Title List - Medium Microform

Lists all of the titles that have a medium type in the 007 of Microform.

Title List - Medium Motion Picture

Lists all of the titles that have a medium type in the 007 of Motion Picture.

Title List - Medium Non-Projected Medium

Lists all of the titles that have a medium type in the 007 of Non-Projected Medium.

Title List - Medium Projected Medium

Lists all of the titles that have a medium type in the 007 of Projected Medium.

Title List - Medium Remote Sensing Image

Lists all of the titles that have a medium type in the 007 of Remote Sensing Image.

Title List - Medium Sound Recording

Lists all of the titles that have a medium type in the 007 of Sound Recording.

Title List - Medium Text

Lists all of the titles that have a medium type in the 007 of Text.

Title List - Medium Unspecified

Lists all of the titles that have a medium type in the 007 of Unspecified.

Title List - Medium Video recording

Lists all of the titles that have a medium type in the 007 of Video recording.

Title List - Type Computer File

Lists all of the titles that have a Record Type in the leader of Computer File.

Title List - Type Kit

Lists all of the titles that have a Record Type in the leader of Kit.

Title List - Type Language Material

Lists all of the titles that have a Record Type in the leader of Language Material.

Title List - Type Manuscript Language Material

Lists all of the titles that have a Record Type in the leader of Manuscript Language Material.

Title List - Type Manuscript Map

Lists all of the titles that have a Record Type in the leader of Manuscript Map.

Title List - Type Manuscript Music

Lists all of the titles that have a Record Type in the leader of Manuscript Music.

Title List - Type Mixed Material

Lists all of the titles that have a Record Type in the leader of Mixed Material.

Title List - Type Musical Sound Recording

Lists all of the titles that have a Record Type in the leader of Musical Sound Recording.

Title List - Type Non-musical Sound Recording

Lists all of the titles that have a Record Type in the leader of Non-musical Sound Recording.

Title List - Type Printed Map

Lists all of the titles that have a Record Type in the leader of Printed Map.

Title List - Type Printed Music

Lists all of the titles that have a Record Type in the leader of Printed Music.

Title List - Type Projected Medium

Lists all of the titles that have a Record Type in the leader of Projected Medium.

Title List - Type Three-Dimensional Artifact

Lists all of the titles that have a Record Type in the leader of Three-Dimensional Artifact.

Title List - Type Two-Dimensional Nonprojectable Graphic

Lists all of the titles that have a Record Type in the leader of Two-Dimensional Nonprojectable Graphic.

UB Average Receiving Time by Day (warehouse)

Aggregate report which averages the in transit period between shipping and receiving libraries for all participating libraries

It will also include routings inside the local database from locations in one cluster to locations in another.

UB Call Slip Processing Statistics by Date Range

This report counts and averages fill and no-fill times (in hours) for UB requests at the Holding library.

UB Call Slip Processing Statistics by Day (warehouse)

Aggregate report with counts and averages fill and no-fill times (in hours) for UB requests for the Holding libraries for all participating libraries.

This report will return inter-cluster requests for items in the local database according to the item's cluster. The patron's cluster will not be returned because it is not available for patrons outside the database. This query will include requests by a patron in the local database for an item in the local database in another cluster.

UB Charges by Day (warehouse)

Aggregate report which counts UB by day for the Holding library and Home library for all participating libraries.

This report will return inter-cluster charges for local items. This report will include charges by a patron in the local database for an item in another cluster.

UB Historical Charges by Patron Home Database

This report counts total number of historical charges at the local library by the patron home library.

UB Historical Charges by Stub Patron Group

This report counts total number of historical charges at the local library by the local patron group to which remote patron groups are mapped.

UB Historical Requests by Patron Home Database

This report counts total number of historical requests at the local library by the patron home library.

UB Historical Requests by Stub Patron Group

This report counts total number of historical requests at the local library by the stub patron group.

UB Holding Library Items in Transit (all)

This report lists all UB items currently with an In Transit status.

UB Holding Library Items in Transit (over x days)

This report lists all UB items with an In Transit status for a specific time period to identify missing items.

UB Home Patrons With Demerits (Grouped by Db) - Sub **

See UB Home Patrons With Fees and Demerits (Grouped by Db)**.

UB Home Patrons With Demerits - Sub**

See UB Home Patrons With Fees and Demerits**.

UB Home Patrons With Fees (Grouped by Db) - Sub**

See UB Home Patrons With Fees and Demerits (Grouped by Db)**.

UB Home Patrons With Fees - Sub**

See UB Home Patrons With Fees and Demerits**.

UB Home Patrons With Fees and Demerits**

This report lists current fee and demerit balances at any holding library for home patrons, sorted by patron.

UB Home Patrons With Fees and Demerits (Grouped by Db)**

This report lists current fine/fee balances and demerit balances at any holding library for local patrons, sorted by holding library. It is essentially the UB Home Patrons With Fees and Demerits report grouped by database instead of patron

UB Home Patrons - Historical Charges by Holding Library

This report counts total number of historical UB charges to home patrons by Holding library.

UB Home Patrons - Historical Charges by Home Patron Group

This report counts total number of historical UB charges to home patrons by home patron group.

UB Home Patrons - Historical Requests by Holding Library

This report counts the total number of historical UB requests made by home patrons listed by Holding Library.

UB Home Patrons - Historical Requests by Home Patron Group

This report counts the total number of historical UB requests made by home patrons listed by home patron group.

UB Home Patrons - with Active UB Charges

This report lists current outstanding UB charges for all home patrons by holding library.

UB Home Patrons with Demerits*

This report lists all home patrons in the local database with demerits.

UB Home Patrons with Fees*

This report lists all home patrons in the local database with fees.

UB Home Patrons - with Outstanding Requests (x days)

This report lists the total number of current requests for home patrons that have not been filled for any reason.

UB Home Patrons with UB Fees and Demerits*

This lists current fee and demerit balances at any holding library for home patrons, sorted by patron.

UB Home Patrons with UB Fees and Demerits (grouped by database)

This lists current fine/fee and demerit balances at any holding library for home patrons, sorted by database.

UB Home Patrons - with UB Fines and Fees

This report lists current fine and fee balances at Holding library for home patrons, sorted by patron.

UB Home Patrons - UB Fines and Fees (grouped by db)**

This reports lists current fine and fee balances at Holding library for home patrons, sorted by Holding library.

UB Inbound Shipping Statistics

This report calculates the average and maximum shipping times (in days) between libraries for a specific time period.

UB Outbound Shipping Statistics

This report calculates the average and maximum shipping times (in days) between libraries for a specific time period.

UB Stub Patrons

This report lists all stub patron records in the local database, sorted by the stub patron's Home library.

UB Stub Patrons with Active Charges

This report lists current outstanding charges for stub patron records in the local database.

UB Stub Patrons with Demerits

This report lists all stub patrons in the local database with outstanding demerits.

UB Stub Patrons with Demerits (Grouped by Stub Patrons)**

This report lists all stub patron records in the local database with outstanding demerits.

UB Stub Patrons with Fines and Fees

This report lists all stub patron records in the local database with outstanding fines and fees. Fine details (for example, overdue or lost) are included.

URL Host Links

Lists the number of times a URL appears in each type of record in the database, including a total value for each URL.

user_tab_columns*

A data dictionary query.

Vendor Copy Order/Receipt Dates*

Lists all of the order and receipt dates for each order placed.

Vendor Performance - Days to Receipt

Lists, for each vendor, the average, minimum and maximum days between placing an order for items and receipt of those items ordered between the specified dates.

Vendor Type Performance - Days to Receipt

Lists, for each type of vendor, the average, minimum and maximum days between placing an order for items and receipt of those items ordered between the specified dates.

Voyager databases (local=0)*

A sub query for many UB reports.

Voyager Data Dictionary**

Lists all of the data types for all of the fields in each table in the database.

Voyager Record Counts**

Lists the total count of different types of records that are contained in your database.

Using Prepackaged Access Reports

Using prepackaged reports can be as easy as opening a file. Simply double-click any of the reports displayed on the Reports tab of the file in Access and that report will be automatically run. If it is being run for the first time during this Access session, you will be prompted to supply a username and password before the report will be run.

If a query requires any information before it can be processed, a dialog box opens asking for a specific piece of information. For example, if you run **Acq - Issues Received by Component and Date Range**, you must enter the starting date for issues to be received into the start dialog box and the ending date into the end dialog box.

NOTE:
Depending on the report, your server connection and your computer, processing the report may take a considerable amount of time and your computer's processing power.

Editing Reports and Queries

If a report does not provide exactly the type of information that you require, you can edit the reports and queries to get different information.

Procedure 7-1. Editing an Access Report

Use the following to edit the format of the report.

1. Select the report you want to edit and make a copy of it.

   Result: A copy of the report has been made which may be useful if you need to return to the original report.

2. Select the report you want to edit and click the **Design** button.

Result: The report layout is displayed and can be edited using all of the standard Access tools and functions. The example in Figure 7-4 shows the **Item Count by Location and Type** report.

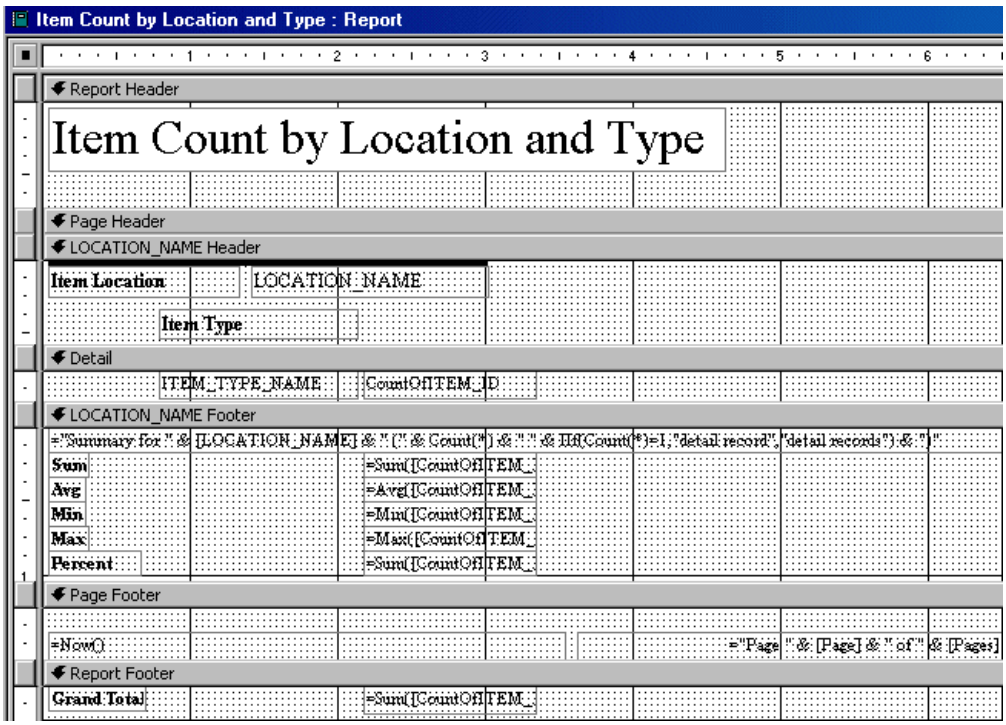


Figure 7-4. Designing the Item Count by Location and Type report in Access

The query attached to a report can also be edited like any other query in Access. Since the link has already been established to the database, you can select different fields in different tables and create the specific query you need.

Procedure 7-2. Editing an Access Query

Use the following to edit a query.

1. Select the query you want to edit and make a copy of it.

   Result: A copy of the query has been made which may be useful if you need to return to the original query.

2. Select the query you want to edit and click the **Design** button.

   Result: The query displays and can be edited using all of the standard Access tools and functions. Figure 7-5 shows the Item Count by Location and Type Query.

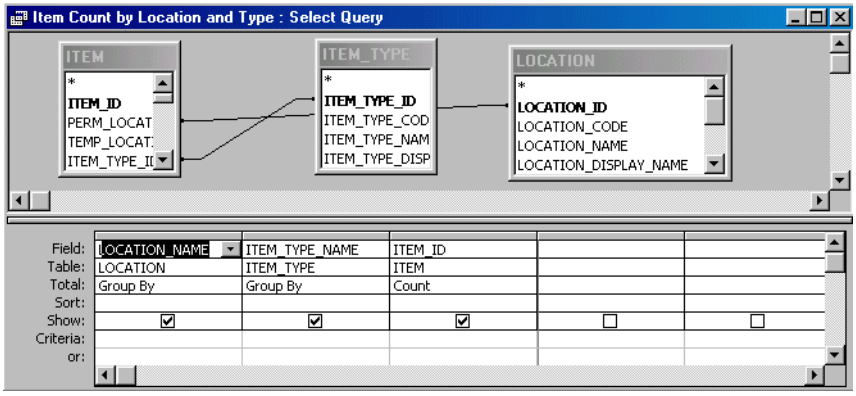


Figure 7-5. Designing the Item Type by Location and Type query in Access

See your Access documentation for more information on editing reports and queries.

Accessing the MARC "Blob"

The three queries that can read the MARC "blob" within each file are AuthBlob, BibBlob, and MfhdBlob. You can use these three queries to extract various parts of the MARC blob.

When necessary, an internal conversion function has been applied to convert UTF-8 encoded data to UTF-16 encoded data for display in Access.

Using the Expression Builder

In order to support these queries, new functions have been added to the **Expression Builder** dialog box. The **Expression Builder** is available when creating or editing reports or queries.

When editing a query, you can open the **Expression Builder** dialog box by selecting the query in design view, then place your cursor in one of the fields, right-mouse click, and selecting **Build** from the menu. See Figure 7-6 on page 7-27 and Figure 7-7 on page 7-27.

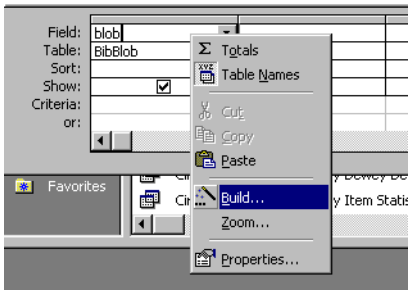


Figure 7-6. Accessing the Expression Builder dialog box

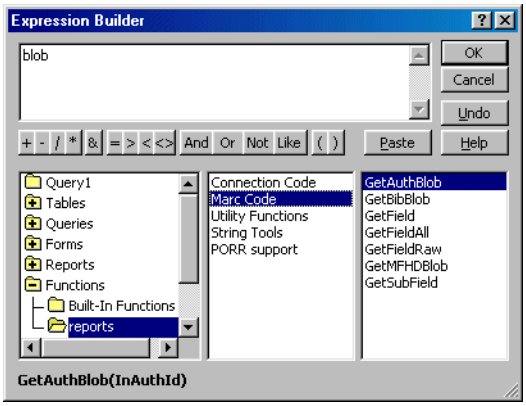


Figure 7-7. The Expression Builder dialog box

Once you are in the **Expression Builder** dialog box, you can display the list of functions by selecting **Functions> reports> Marc Code**. You can use these functions to access different parts of the MARC blob.

These functions may also be used to create your own queries to extract different types of information from the blob.

The following functions have been added. Note that the arguments specified between each set of parenthesis are outlined in the following.

GetAuthBlob

Extracts raw authority blob information for a specific record. `GetAuthBlob` requires the following arguments:

- `InAuthId` must be the record ID number of the authority record. The argument must be entered in quotations.

For example, if you wanted to retrieve the raw authority blob for authority record #389, you would enter `GetAuthBlob` (“389”).

GetBibBlob

Extracts raw bibliographic blob information for a specific record. `GetBibBlob` requires the following arguments:

- `InBibId` must be the record ID number of the bibliographic record. The argument must be entered in quotations.

For example, if you wanted to retrieve the raw bibliographic blob for bibliographic record #54565, you would enter `GetBibBlob` (“54565”).

GetMFHDBlob

Extracts raw holdings blob information for a specific record. `GetMFHDBlob` requires the following arguments:

- `InMFHDID` must be the record ID number of the holdings record. The argument must be entered in quotations.

For example, if you wanted to retrieve the raw holdings blob for holdings record #54565, you would enter `GetMFHDBlob` (“54565”).

GetFieldRaw

Extracts the raw blob information for a specific field in a specific record. Requires the use of either `GetAuthBlob`, `GetBibBlob`, or `GetMFHDBlob` in the `marcrec` position. `GetFieldRaw` requires the following arguments:

- `marcrec` specifies the record where the field is to come from. The `marcrec` argument must be one of the following functions nested into the `GetFieldRaw` function: `GetAuthBlob`, `GetBibBlob`, or `GetMFHDBlob`. You must also include the arguments required by the nested function into the `GetFieldRaw` function.
- `DTag` must be the number of the tag that you want to retrieve. The argument must be entered in quotations.
- `which` specifies which tag in the record should be used. If there are multiple matching tags (or subfields) listed in the record, which one should be pulled. "1" (in quotations) pulls the first one, "2" pulls the second one and so on. The argument must be entered in quotations.

For example, if you wanted to get the first 360 field as raw blob data from the bibliographic blob for bibliographic record #998, you would enter `GetFieldRaw (GetBibBlob ("998"), "360", "1")`.

GetField

Extracts a specific field from a specific record. Requires the use of either `GetAuthBlob`, `GetBibBlob`, or `GetMFHDBlob` in the `marcrec` position. `GetField` requires the following arguments:

- `marcrec` specifies the record where the field is to come from. The `marcrec` argument must be one of the following functions nested into the `GetField` function: `GetAuthBlob`, `GetBibBlob`, or `GetMFHDBlob`. You must also include the arguments required by the nested function into the `GetField` function.
- `DTag` must be the number of the tag that you want to retrieve. The argument must be entered in quotations.
- `which` specifies which tag in the record should be used. If there are multiple matching tags (or subfields) listed in the record, which one should be pulled. "1" (in quotations) pulls the first one, "2" pulls the second one and so on. The argument must be entered in quotations.

For example, if you wanted to get the first 100 field from the holdings blob for holdings record #2284, you would enter `GetField (GetMFHDBlob ("2284"), "100", "1")`.

GetFieldAll

Extracts all matching fields from a specific record. Requires the use of either `GetAuthBlob`, `GetBibBlob`, or `GetMFHDBlob` in the `marcrec` position. `GetFieldAll` requires the following arguments:

- `marcrec` specifies the record where the fields are to come from. The `marcrec` argument must be one of the following functions nested into the `GetFieldAll` function: `GetAuthBlob`, `GetBibBlob`, or `GetMFHDBlob`. You must also include the arguments required by the nested function into the `GetFieldAll` function.
- `DTag` must be the number of the tag that you want to retrieve. The argument must be entered in quotations.

For example, if you wanted to get any fields with the 500 tag from the authority blob for authority record #2284, you would enter `GetFieldAll (GetAuthBlob ("2284"), "500")`.

GetSubField

Extracts a specific subfield from a specific record. Requires the use of `GetFieldRaw` in the `fld` position. `GetSubField` requires the following arguments:

- `fld` specifies the field where the information is to come from. The `marcrec` argument must be the `GetFieldRaw` function nested into the `GetSubField` function. You must also include the arguments required by the nested `GetFieldRaw` function into the `GetSubField` function. (This also requires nesting `GetAuthBlob`, `GetBibBlob`, or `GetMFHDBlob` into the `GetFieldRaw` function, which is all part of the `GetSubField` function.)
- `sfcode` specifies the subfield to be found. The argument must be entered in quotations.
- `which` specifies which tag in the record should be used. If there are multiple matching tags (or subfields) listed in the record, which one should be pulled. "1" (in quotations) pulls the first one, "2" pulls the second one and so on. The argument must be entered in quotations.

For example, to retrieve the first ‡a from the second 856 field in bibliographic record #34098, you would enter `GetSubField (GetFieldRaw (GetBibBlob ("34098"), "856", "2"), "a", "1")`.

Reports and Notices

A

Sample Reports and Notices

This section provides samples of the reports and notices produced by Reporter.

Sample Notices

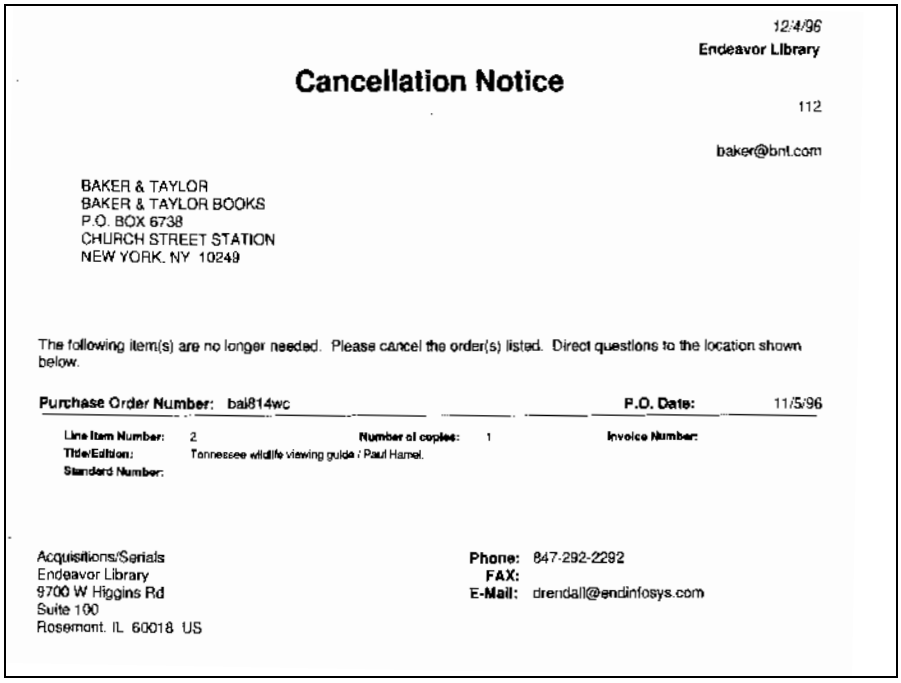
This section contains examples the various notices that can be produced by Voyager's Reporter module.

Acquisitions Notices

This section provides examples of the Acquisitions notices.

Purchase Order Cancellation Notice

Figure A-1 is an example of a purchase order cancellation notice.



12/4/96
Endeavor Library

Cancellation Notice

112

baker@bnt.com

BAKER & TAYLOR
BAKER & TAYLOR BOOKS
P.O. BOX 6738
CHURCH STREET STATION
NEW YORK, NY 10249

The following item(s) are no longer needed. Please cancel the order(s) listed. Direct questions to the location shown below.

Purchase Order Number: bai814wc **P.O. Date:** 11/5/96

Line Item Number: 2 **Number of copies:** 1 **Invoice Number:**
Title/Edition: Tennessee wildlife viewing guide / Paul Hamel.
Standard Number:

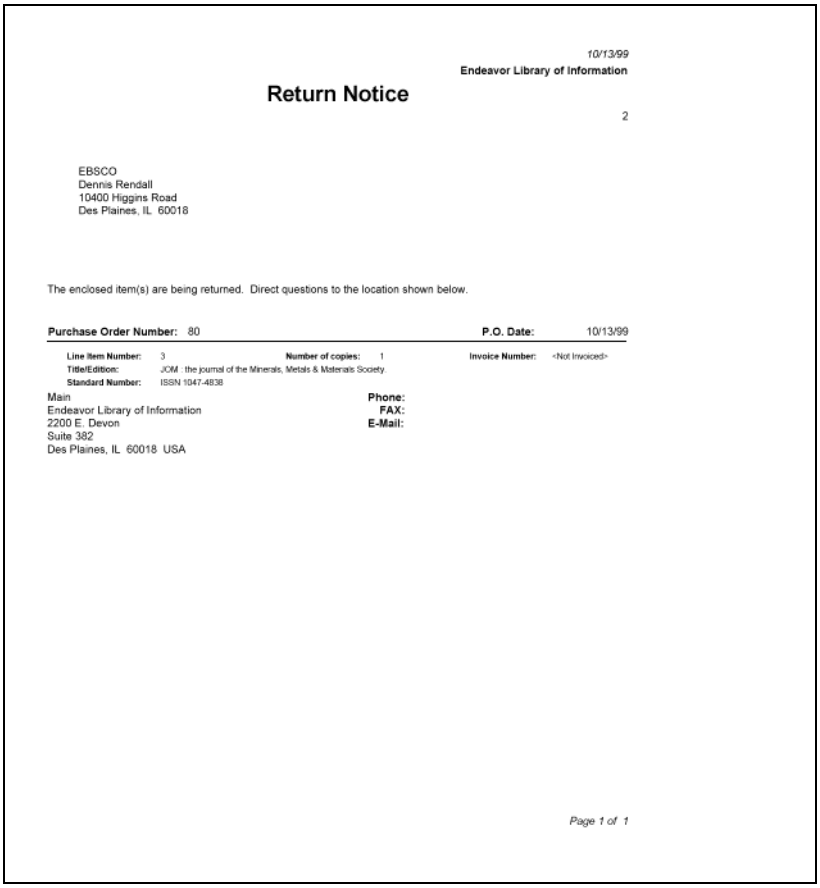
Acquisitions/Serials
Endeavor Library
9700 W Higgins Rd
Suite 100
Rosemont, IL 60018 US

Phone: 847-292-2292
FAX:
E-Mail: drendall@endinfosys.com

Figure A-1. Purchase Order Cancellation Notice

Return Notice

Figure A-2 is an example of a return notice.



10/13/99
Endeavor Library of Information

Return Notice

2

EBSCO
Dennis Rendall
10400 Higgins Road
Des Plaines, IL 60018

The enclosed item(s) are being returned. Direct questions to the location shown below.

Purchase Order Number: 80 **P.O. Date:** 10/13/99

Line Item Number: 3 **Number of copies:** 1 **Invoice Number:** <Not Invoiced>
Title/Edition: JOM : the journal of the Minerals, Metals & Materials Society.
Standard Number: ISSN 1047-4838

Main
Endeavor Library of Information
2200 E. Devon
Suite 382
Des Plaines, IL 60018 USA

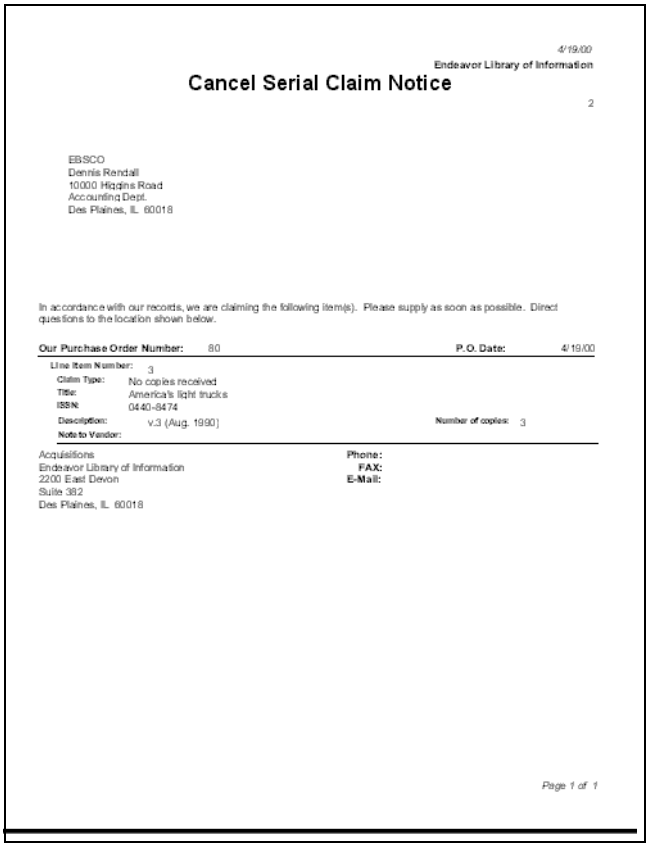
Phone:
FAX:
E-Mail:

Page 1 of 1

Figure A-2. Return Notice

Canceled Serial Claim Notice

Figure A-3 is an example of canceled serial claim notice.



4/19/00

Endeavor Library of Information

Cancel Serial Claim Notice

2

EBSCO
Dennis Rendall
10000 Higgins Road
Accounting Dept.
Des Plaines, IL 60018

In accordance with our records, we are claiming the following item(s). Please supply as soon as possible. Direct questions to the location shown below.

Our Purchase Order Number: 80 **P.O. Date:** 4/19/00

Line Item Number: 3
Claim Type: No copies received
Title: America's light trucks
ISBN: 0440-8474
Description: v.3 (Aug. 1990) **Number of copies:** 3
Note to Vendor:

Acquisitions
Endeavor Library of Information
2200 East Devon
Suite 382
Des Plaines, IL 60018

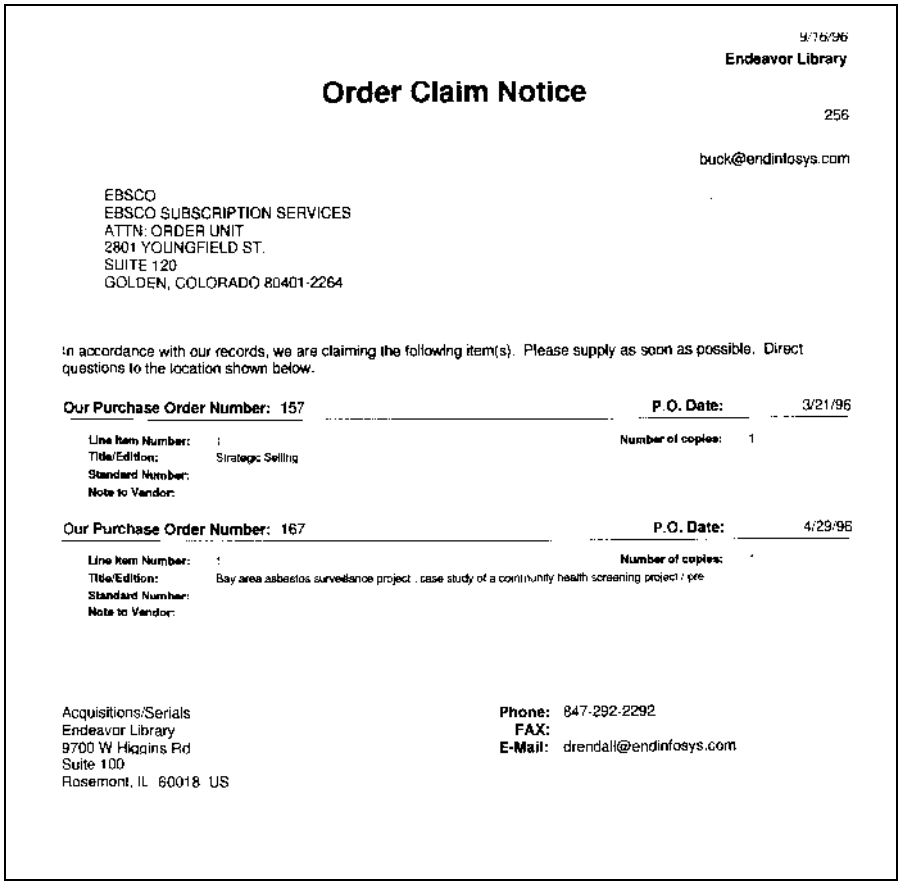
Phone:
FAX:
E-Mail:

Page 1 of 1

Figure A-3. Canceled Serial Claim Notice

Order Claim Notice

Figure A-4 is an example of an order notice.



9/16/96
Endeavor Library

Order Claim Notice

256

buck@endinfosys.com

EBSCO
EBSCO SUBSCRIPTION SERVICES
ATTN: ORDER UNIT
2801 YOUNGFIELD ST.
SUITE 120
GOLDEN, COLORADO 80401-2264

In accordance with our records, we are claiming the following item(s). Please supply as soon as possible. Direct questions to the location shown below.

Our Purchase Order Number: 157 P.O. Date: 3/21/96

Line Item Number: 1
Title/Edition: Strategic Selling
Standard Number:
Note to Vendor:
Number of copies: 1

Our Purchase Order Number: 167 P.O. Date: 4/29/96

Line Item Number: 1
Title/Edition: Bay area asbestos surveillance project : case study of a community health screening project / pre
Standard Number:
Note to Vendor:
Number of copies: 1

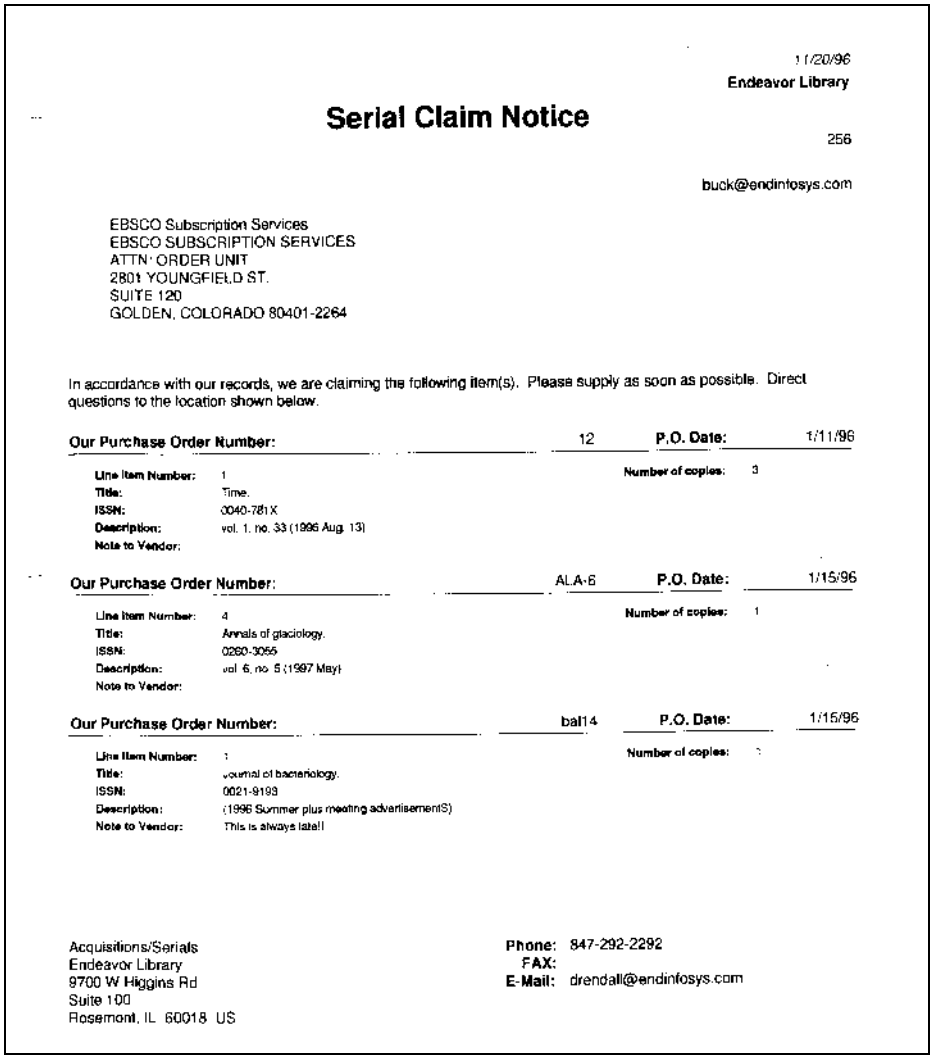
Acquisitions/Serials
Endeavor Library
9700 W Higgins Rd
Suite 100
Rosemont, IL 60018 US

Phone: 847-292-2292
FAX:
E-Mail: drendall@endinfosys.com

Figure A-4. Order Claim Notice

Serial Claim Notice

Figure A-5 is an example of a serial claim notice.



1/20/96
Endeavor Library

Serial Claim Notice

256

buck@endinfosys.com

EBSCO Subscription Services
EBSCO SUBSCRIPTION SERVICES
ATTN: ORDER UNIT
2801 YOUNGFIELD ST.
SUITE 120
GOLDEN, COLORADO 80401-2264

In accordance with our records, we are claiming the following item(s). Please supply as soon as possible. Direct questions to the location shown below.

Our Purchase Order Number: 12 **P.O. Date:** 1/11/96

Line Item Number: 1 **Number of copies:** 3
Title: Time.
ISSN: 0040-781X
Description: vol. 1, no. 33 (1996 Aug. 13)
Note to Vendor:

Our Purchase Order Number: ALA-6 **P.O. Date:** 1/15/96

Line Item Number: 4 **Number of copies:** 1
Title: Annals of glaciology.
ISSN: 0260-3055
Description: vol. 6, no. 5 (1997 May)
Note to Vendor:

Our Purchase Order Number: ball4 **P.O. Date:** 1/15/96

Line Item Number: 1 **Number of copies:** 1
Title: Journal of bacteriology.
ISSN: 0021-9193
Description: (1996 Summer plus meeting advertisements)
Note to Vendor: This is always late!!

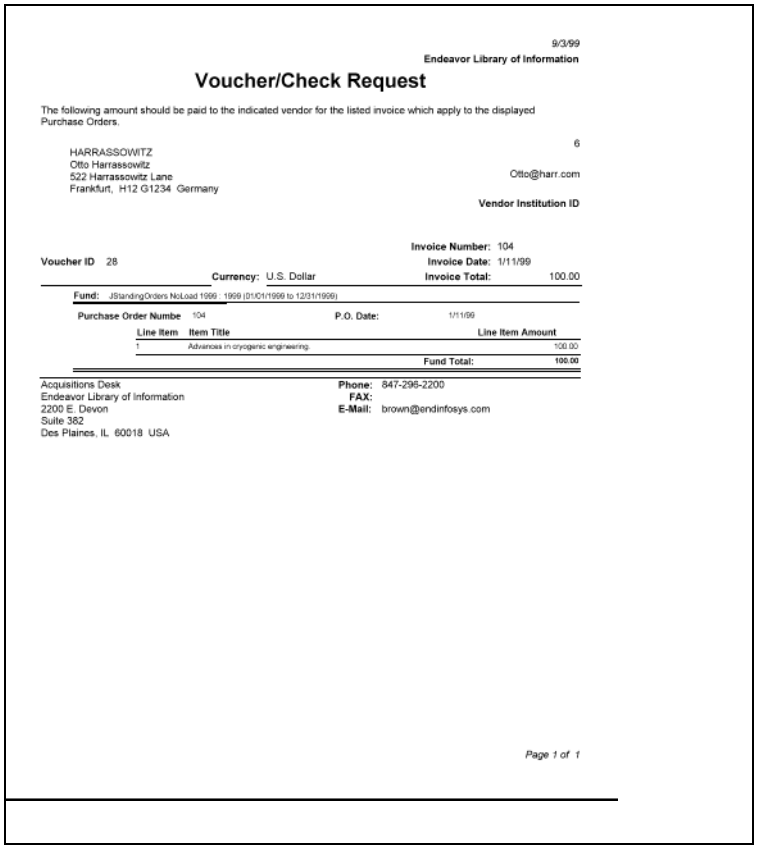
Acquisitions/Serials
Endeavor Library
9700 W Higgins Rd
Suite 100
Rosemont, IL 60018 US

Phone: 847-292-2292
FAX:
E-Mail: drendall@endinfosys.com

Figure A-5. Serial Claim Notice

Voucher/Check Request

Figure A-6 is an example of a voucher/check request.



9/3/99
Endeavor Library of Information

Voucher/Check Request

The following amount should be paid to the indicated vendor for the listed invoice which apply to the displayed Purchase Orders.

6

HARRASSOWITZ
Otto Harrassowitz
522 Harrassowitz Lane
Frankfurt, H12 G1234 Germany

Otto@harr.com

Vendor Institution ID

Invoice Number: 104
Voucher ID 28
Invoice Date: 1/11/99
Currency: U.S. Dollar
Invoice Total: 100.00

Fund: JStandingOrders NoLoad 1999 : 1999 (01/01/1999 to 12/31/1999)

Purchase Order Numbe 104 P.O. Date: 1/11/99

Line Item	Item Title	Line Item Amount
1	Advances in cryogenic engineering.	100.00
	Fund Total:	100.00

Acquisitions Desk
Endeavor Library of Information
2200 E. Devon
Suite 382
Des Plaines, IL 60018 USA

Phone: 847-296-2200
FAX:
E-Mail: brown@endinfosys.com

Page 1 of 1

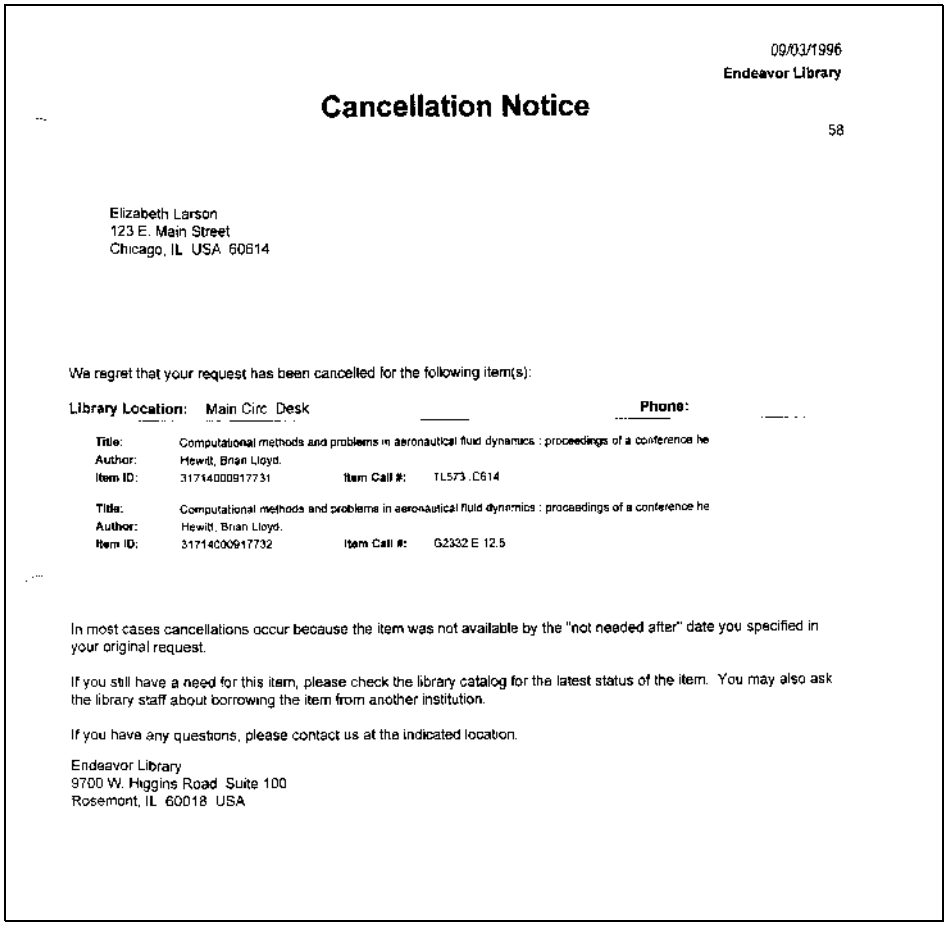
Figure A-6. Voucher/Check Request

Circulation Notices

This section provides examples of the circulation notices.

Cancellation of Recall Request

Figure A-7 is an example of a cancellation of recall request.



09/03/1996
Endeavor Library

Cancellation Notice

58

Elizabeth Larson
123 E. Main Street
Chicago, IL USA 60614

We regret that your request has been cancelled for the following item(s):

Library Location: Main Circ Desk **Phone:**

Title: Computational methods and problems in aeronautical fluid dynamics : proceedings of a conference he
Author: Hewitt, Brian Lloyd.
Item ID: 31714000917731 **Item Call #:** TL573 .C614

Title: Computational methods and problems in aeronautical fluid dynamics : proceedings of a conference he
Author: Hewitt, Brian Lloyd.
Item ID: 31714000917732 **Item Call #:** G2332 E 12.5

In most cases cancellations occur because the item was not available by the "not needed after" date you specified in your original request.

If you still have a need for this item, please check the library catalog for the latest status of the item. You may also ask the library staff about borrowing the item from another institution.

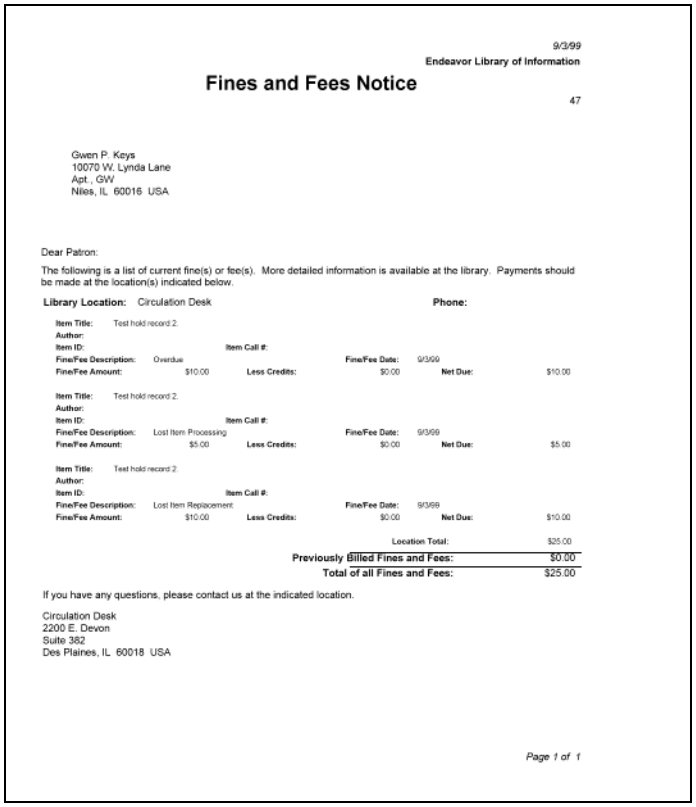
If you have any questions, please contact us at the indicated location.

Endeavor Library
9700 W. Higgins Road Suite 100
Rosemont, IL 60018 USA

Figure A-7. Cancellation of Recall Request

Fine/Fee Notice

Figure A-8 is an example of a fine/fee notice.



9/3/99
Endeavor Library of Information

Fines and Fees Notice

47

Gwen P. Keys
10070 W. Lynda Lane
Apt., GW
Niles, IL 60016 USA

Dear Patron:

The following is a list of current fine(s) or fee(s). More detailed information is available at the library. Payments should be made at the location(s) indicated below.

Library Location: Circulation Desk **Phone:**

Item Title: Test hold record 2.
Author:
Item ID: **Item Call #:**
Fine/Fee Description: Overdue **Fine/Fee Date:** 9/3/99
Fine/Fee Amount: $10.00 **Less Credits:** $0.00 **Net Due:** $10.00

Item Title: Test hold record 2.
Author:
Item ID: **Item Call #:**
Fine/Fee Description: Lost Item Processing **Fine/Fee Date:** 9/3/99
Fine/Fee Amount: $5.00 **Less Credits:** $0.00 **Net Due:** $5.00

Item Title: Test hold record 2
Author:
Item ID: **Item Call #:**
Fine/Fee Description: Lost Item Replacement **Fine/Fee Date:** 9/3/99
Fine/Fee Amount: $10.00 **Less Credits:** $0.00 **Net Due:** $10.00

Location Total: $25.00
Previously Billed Fines and Fees: $0.00
Total of all Fines and Fees: $25.00

If you have any questions, please contact us at the indicated location.

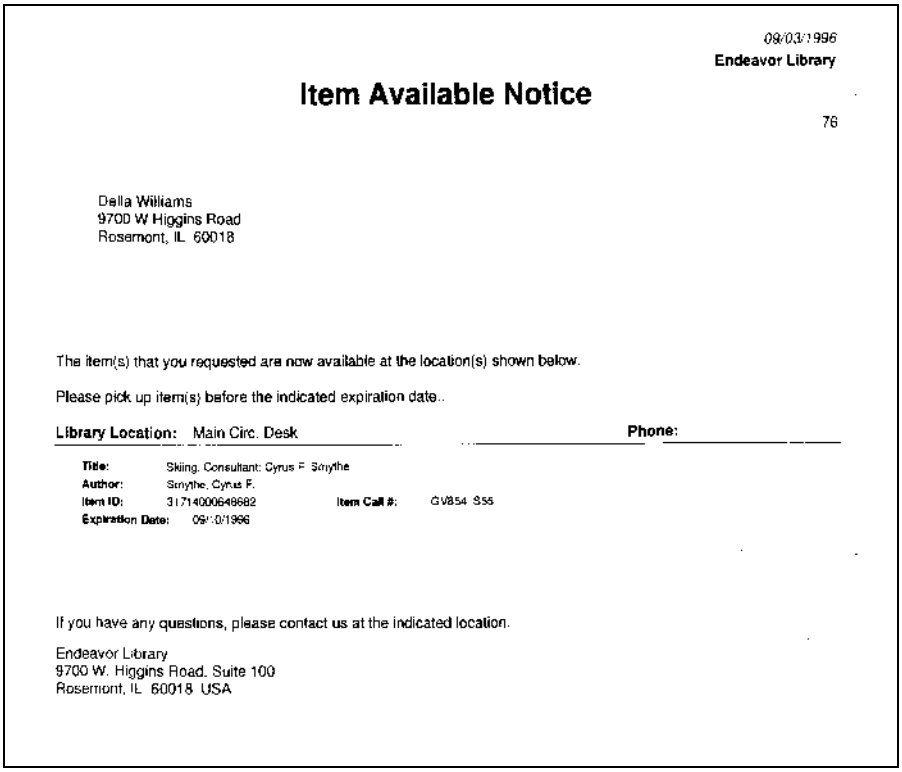
Circulation Desk
2200 E. Devon
Suite 382
Des Plaines, IL 60018 USA

Page 1 of 1

Figure A-8. Fine and Fee Notice

Item Available Notice

Figure A-9 is an example of an item available notice.



09/03/1996
Endeavor Library

Item Available Notice

76

Della Williams
9700 W Higgins Road
Rosemont, IL 60018

The item(s) that you requested are now available at the location(s) shown below.

Please pick up item(s) before the indicated expiration date.

Library Location: Main Circ. Desk **Phone:**

Title: Skiing. Consultant: Cyrus F. Smythe
Author: Smythe, Cyrus F.
Item ID: 31714000648682 **Item Call #:** GV854.S55
Expiration Date: 09/10/1996

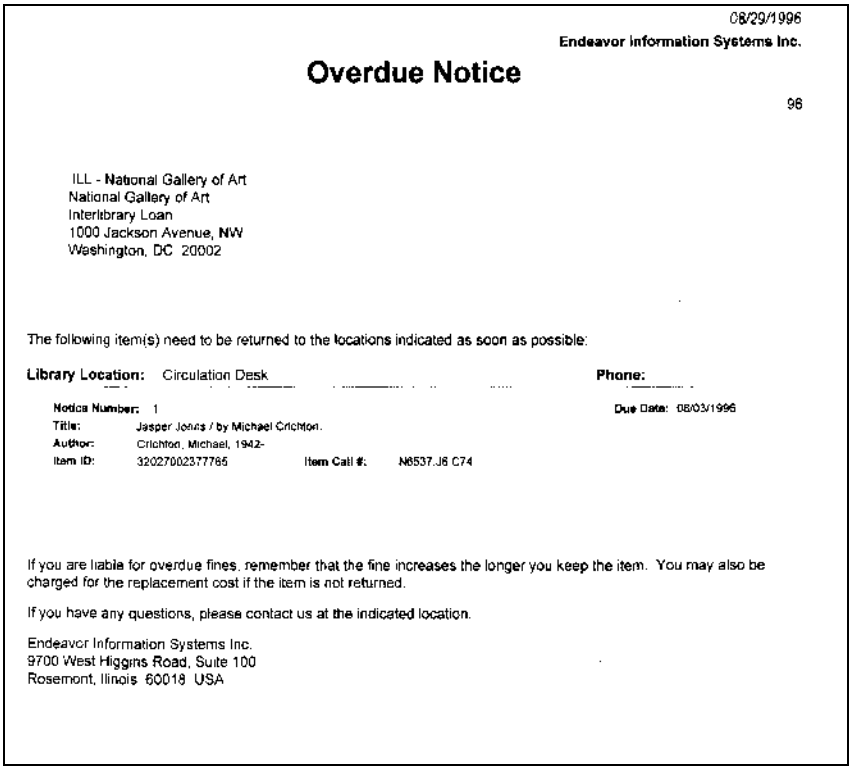
If you have any questions, please contact us at the indicated location.

Endeavor Library
9700 W. Higgins Road, Suite 100
Rosemont, IL 60018 USA

Figure A-9. Item Available Notice

Overdue Notice

Figure A-10 is an example of an overdue notice.



08/29/1996

Endeavor Information Systems Inc.

Overdue Notice

96

ILL - National Gallery of Art
National Gallery of Art
Interlibrary Loan
1000 Jackson Avenue, NW
Washington, DC 20002

The following item(s) need to be returned to the locations indicated as soon as possible:

Library Location: Circulation Desk **Phone:**

Notice Number: 1 **Due Date:** 08/03/1996
Title: Jasper Johns / by Michael Crichton.
Author: Crichton, Michael, 1942-
Item ID: 32027002377765 **Item Call #:** N6537.J6 C74

If you are liable for overdue fines, remember that the fine increases the longer you keep the item. You may also be charged for the replacement cost if the item is not returned.

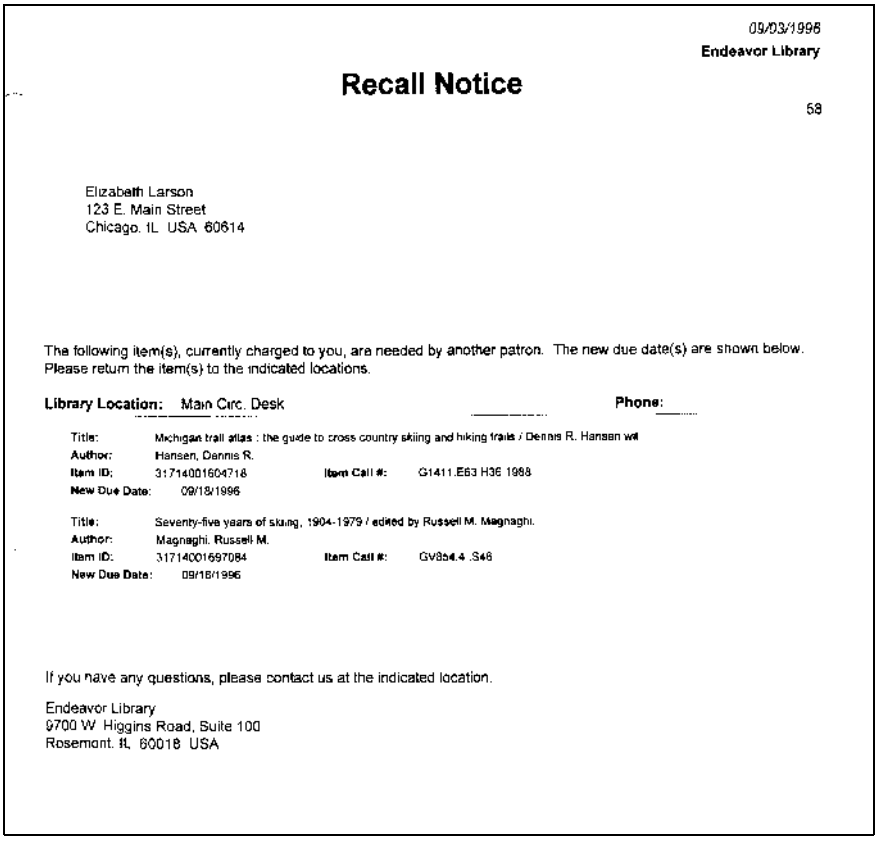
If you have any questions, please contact us at the indicated location.

Endeavor Information Systems Inc.
9700 West Higgins Road, Suite 100
Rosemont, Illinois 60018 USA

Figure A-10. Overdue Notice

Recall Notice

Figure A-11 is an example of a recall notice.



09/03/1996
Endeavor Library

Recall Notice

58

Elizabeth Larson
123 E. Main Street
Chicago, IL USA 60614

The following item(s), currently charged to you, are needed by another patron. The new due date(s) are shown below. Please return the item(s) to the indicated locations.

Library Location: Main Circ. Desk **Phone:**

Title: Michigan trail atlas : the guide to cross country skiing and hiking trails / Dennis R. Hansen wit
Author: Hansen, Dennis R.
Item ID: 31714001604718 Item Call #: G1411.E63 H36 1988
New Due Date: 09/18/1996

Title: Seventy-five years of skiing, 1904-1979 / edited by Russell M. Magnaghi.
Author: Magnaghi, Russell M.
Item ID: 31714001697084 Item Call #: GV854.4 .S48
New Due Date: 09/18/1996

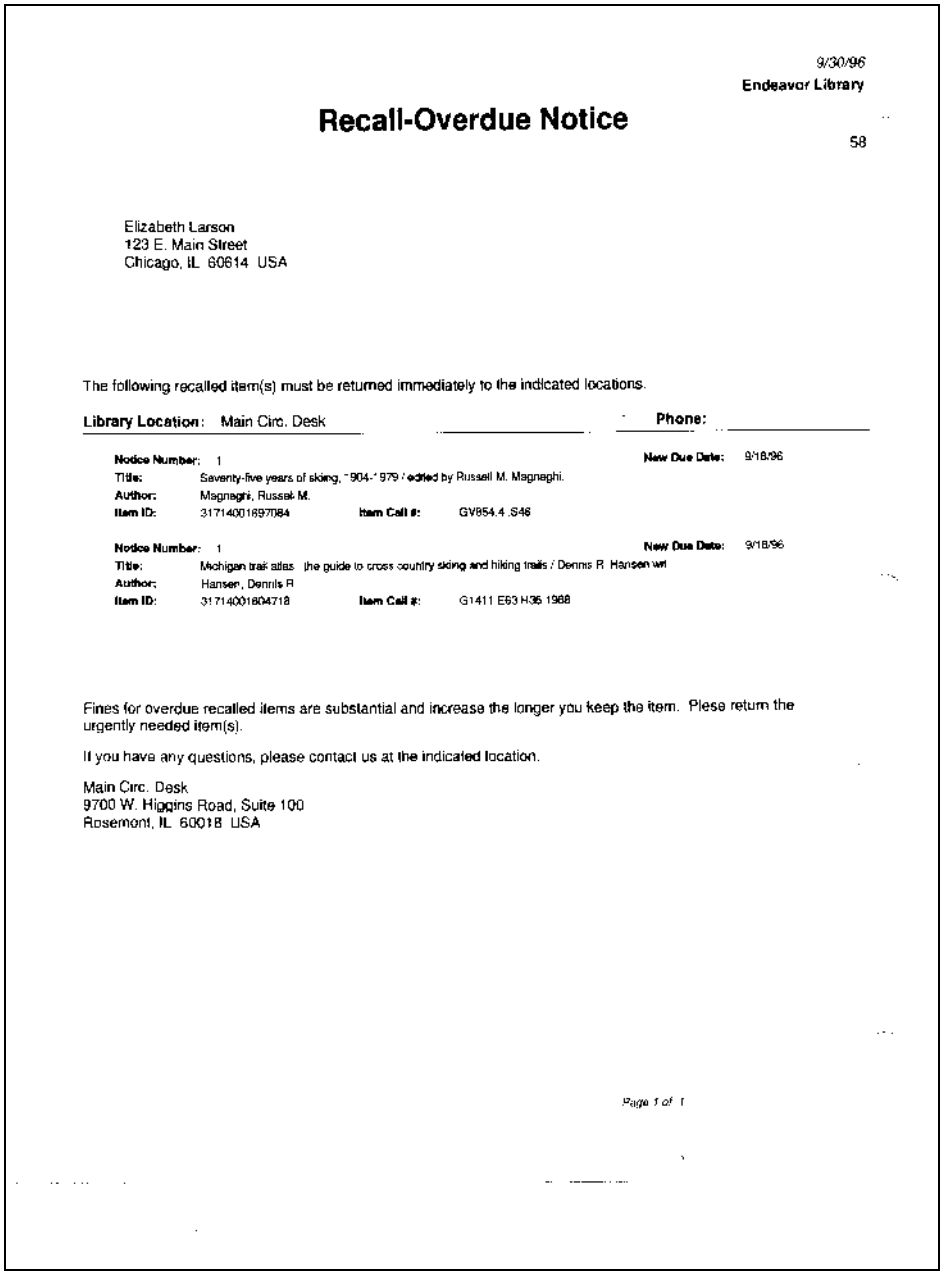
If you have any questions, please contact us at the indicated location.

Endeavor Library
9700 W. Higgins Road, Suite 100
Rosemont, IL 60018 USA

Figure A-11. Recall Notice

Recall Overdue Notice

Figure A-12 is an example of a recall overdue notice.



9/30/96
Endeavor Library

Recall-Overdue Notice

58

Elizabeth Larson
123 E. Main Street
Chicago, IL 60614 USA

The following recalled item(s) must be returned immediately to the indicated locations.

Library Location: Main Circ. Desk **Phone:**

Notice Number: 1 **New Due Date:** 9/18/96
Title: Seventy-five years of skiing, 1904-1979 / edited by Russell M. Magneghi.
Author: Magneghi, Russell M.
Item ID: 31714001897084 **Item Call #:** GV854.4 .S48

Notice Number: 1 **New Due Date:** 9/18/96
Title: Michigan trail atlas : the guide to cross country skiing and hiking trails / Dennis R. Hansen wri
Author: Hansen, Dennis R
Item ID: 31714001804718 **Item Call #:** G1411 E63 H36 1988

Fines for overdue recalled items are substantial and increase the longer you keep the item. Please return the urgently needed item(s).

If you have any questions, please contact us at the indicated location.

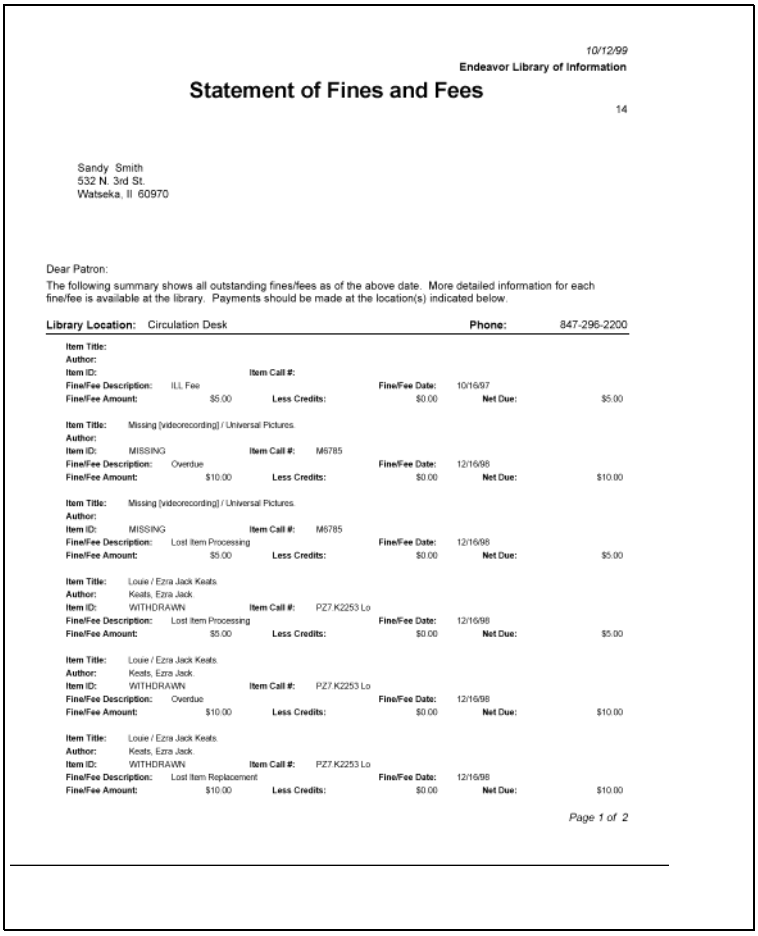
Main Circ. Desk
9700 W. Higgins Road, Suite 100
Rosemont, IL 60018 USA

Page 1 of 1

Figure A-12. Recall Overdue Notice

Statement of Fines and Fees

Figure A-13 is an example of a statement of fines and fees.



10/12/99

Endeavor Library of Information

Statement of Fines and Fees

14

Sandy Smith
532 N. 3rd St.
Watseka, Il 60970

Dear Patron:

The following summary shows all outstanding fines/fees as of the above date. More detailed information for each fine/fee is available at the library. Payments should be made at the location(s) indicated below.

Library Location: Circulation Desk **Phone:** 847-296-2200

Item Title:
Author:
Item ID: **Item Call #:**
Fine/Fee Description: ILL Fee **Fine/Fee Date:** 10/16/97
Fine/Fee Amount: $5.00 **Less Credits:** $0.00 **Net Due:** $5.00

Item Title: Missing [videorecording] / Universal Pictures.
Author:
Item ID: MISSING **Item Call #:** M6785
Fine/Fee Description: Overdue **Fine/Fee Date:** 12/16/98
Fine/Fee Amount: $10.00 **Less Credits:** $0.00 **Net Due:** $10.00

Item Title: Missing [videorecording] / Universal Pictures.
Author:
Item ID: MISSING **Item Call #:** M6785
Fine/Fee Description: Lost Item Processing **Fine/Fee Date:** 12/16/98
Fine/Fee Amount: $5.00 **Less Credits:** $0.00 **Net Due:** $5.00

Item Title: Louie / Ezra Jack Keats.
Author: Keats, Ezra Jack.
Item ID: WITHDRAWN **Item Call #:** PZ7.K2253 Lo
Fine/Fee Description: Lost Item Processing **Fine/Fee Date:** 12/16/98
Fine/Fee Amount: $5.00 **Less Credits:** $0.00 **Net Due:** $5.00

Item Title: Louie / Ezra Jack Keats.
Author: Keats, Ezra Jack.
Item ID: WITHDRAWN **Item Call #:** PZ7.K2253 Lo
Fine/Fee Description: Overdue **Fine/Fee Date:** 12/16/98
Fine/Fee Amount: $10.00 **Less Credits:** $0.00 **Net Due:** $10.00

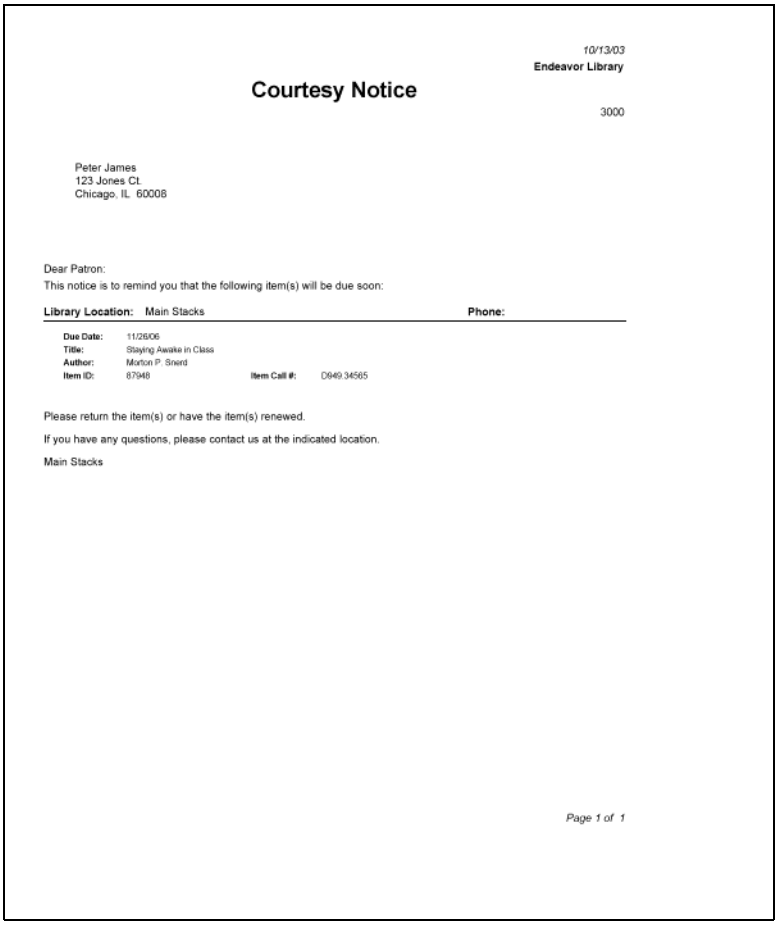
Item Title: Louie / Ezra Jack Keats.
Author: Keats, Ezra Jack.
Item ID: WITHDRAWN **Item Call #:** PZ7.K2253 Lo
Fine/Fee Description: Lost Item Replacement **Fine/Fee Date:** 12/16/98
Fine/Fee Amount: $10.00 **Less Credits:** $0.00 **Net Due:** $10.00

Page 1 of 2

Figure A-13. Statement of Fines and Fees

Courtesy Due Notice

Figure A-14 is an example of a courtesy due notice.



10/13/03
Endeavor Library

Courtesy Notice

3000

Peter James
123 Jones Ct.
Chicago, IL 60008

Dear Patron:
This notice is to remind you that the following item(s) will be due soon:

Library Location: Main Stacks **Phone:**

Due Date: 11/26/06
Title: Staying Awake in Class
Author: Morton P. Snerd
Item ID: 67948 **Item Call #:** D949.34565

Please return the item(s) or have the item(s) renewed.

If you have any questions, please contact us at the indicated location.

Main Stacks

Page 1 of 1

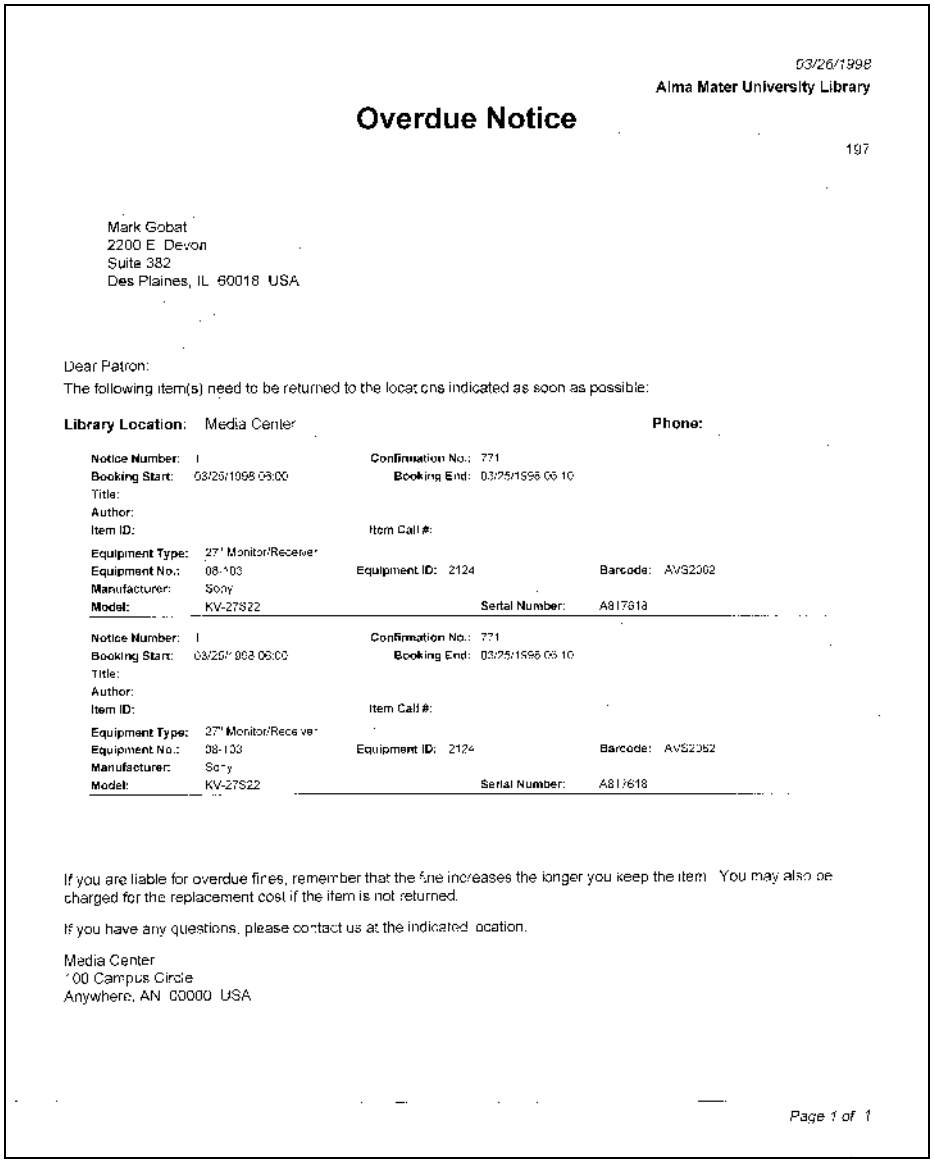
Figure A-14. Courtesy Notice

Media Scheduling Notices

This section provides examples of Media Scheduling notices.

Overdue Notice

Figure A-15 is an example of an overdue notice.



03/26/1998
Alma Mater University Library

Overdue Notice

197

Mark Gobat
2200 E. Devon
Suite 382
Des Plaines, IL 60018 USA

Dear Patron:
The following item(s) need to be returned to the location indicated as soon as possible:

Library Location: Media Center **Phone:**

Notice Number: 1 **Confirmation No.:** 771
Booking Start: 03/26/1998 08:00 **Booking End:** 03/25/1998 05:10
Title:
Author:
Item ID: **Item Call #:**
Equipment Type: 27" Monitor/Receiver
Equipment No.: 08-103 **Equipment ID:** 2124 **Barcode:** AVS2062
Manufacturer: Sony
Model: KV-27S22 **Serial Number:** A817618

Notice Number: 1 **Confirmation No.:** 771
Booking Start: 03/26/1998 08:00 **Booking End:** 03/25/1998 05:10
Title:
Author:
Item ID: **Item Call #:**
Equipment Type: 27" Monitor/Receiver
Equipment No.: 08-103 **Equipment ID:** 2124 **Barcode:** AVS2062
Manufacturer: Sony
Model: KV-27S22 **Serial Number:** A817618

If you are liable for overdue fines, remember that the fine increases the longer you keep the item. You may also be charged for the replacement cost if the item is not returned.

If you have any questions, please contact us at the indicated location.

Media Center
100 Campus Circle
Anywhere, AN 00000 USA

Page 1 of 1

Figure A-15. Overdue Notice

Sample Reports

This section contains examples the various reports that can be produced by Voyager's Reporter module.

Acquisitions Reports

This section provides examples of acquisitions reports.

Purchase Order

Figure A-16 is an example of a purchase order.

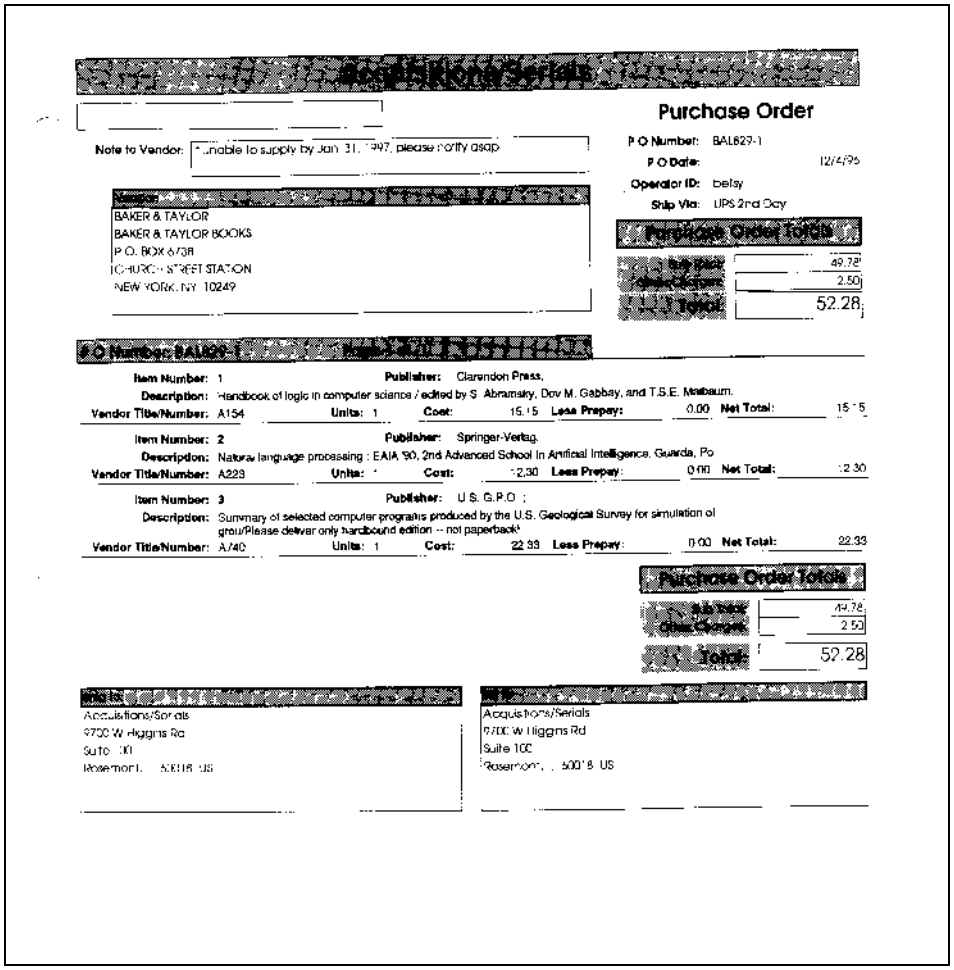
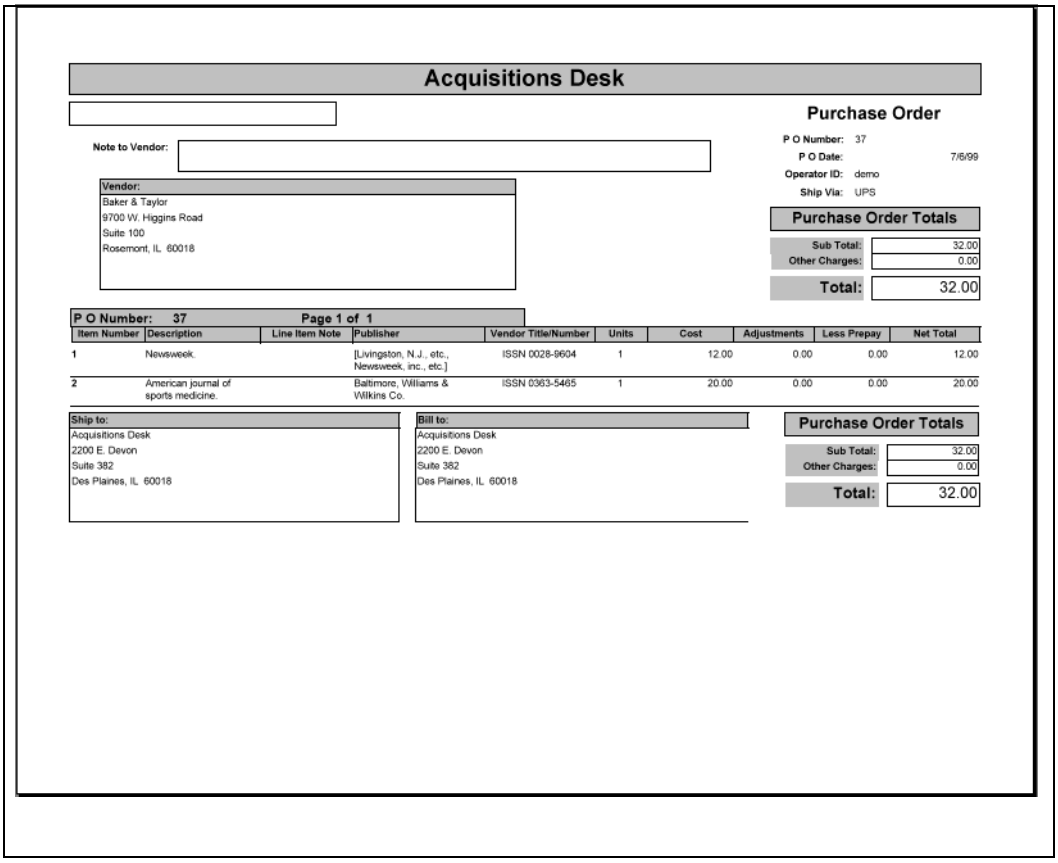


Figure A-16. Purchase Order

Purchase Order - Landscape

Figure A-17 is an example of a purchase order (landscape).



Acquisitions Desk

Purchase Order

P O Number: 37
P O Date: 7/6/99
Operator ID: demo
Ship Via: UPS

Note to Vendor:

Vendor:
Baker & Taylor
9700 W. Higgins Road
Suite 100
Rosemont, IL 60018

Purchase Order Totals

Sub Total:	32.00
Other Charges:	0.00
Total:	32.00

P O Number: 37 Page 1 of 1

Item Number	Description	Line Item Note	Publisher	Vendor Title/Number	Units	Cost	Adjustments	Less Prepay	Net Total
1	Newsweek.		[Livingston, N.J., etc., Newsweek, inc., etc.]	ISSN 0028-9604	1	12.00	0.00	0.00	12.00
2	American journal of sports medicine.		Baltimore, Williams & Wilkins Co.	ISSN 0363-5465	1	20.00	0.00	0.00	20.00

Ship to:
Acquisitions Desk
2200 E. Devon
Suite 382
Des Plaines, IL 60018

Bill to:
Acquisitions Desk
2200 E. Devon
Suite 382
Des Plaines, IL 60018

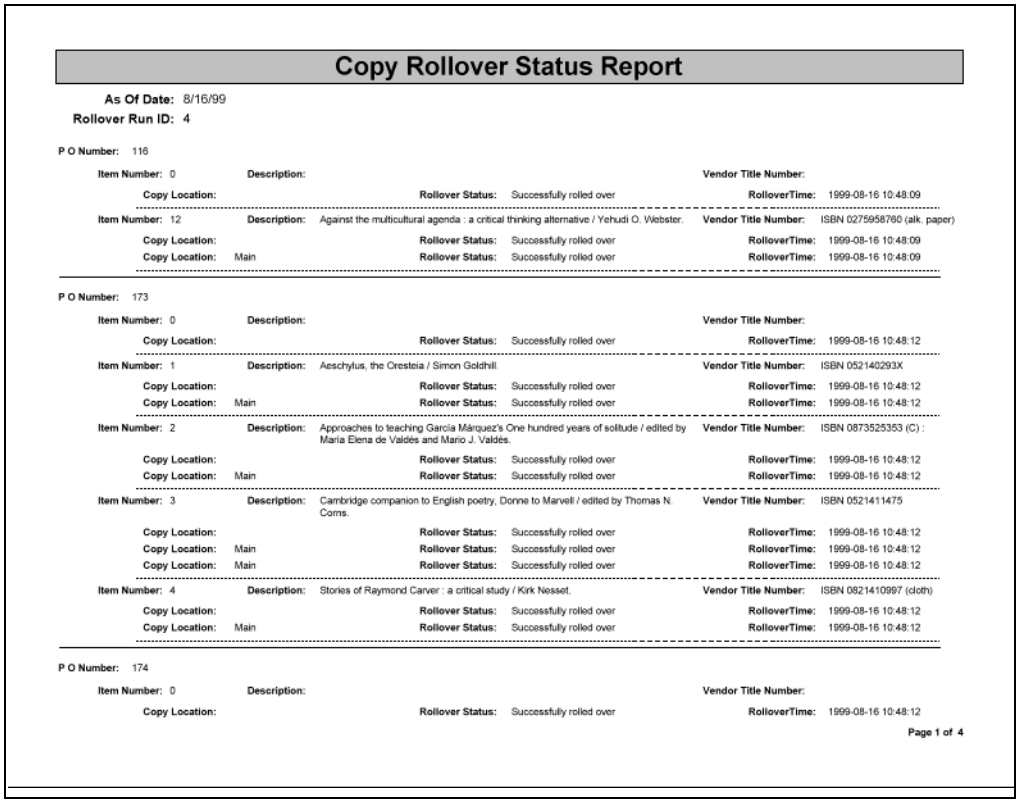
Purchase Order Totals

Sub Total:	32.00
Other Charges:	0.00
Total:	32.00

Figure A-17. Purchase Order - Landscape

Copy Rollover Status Report

Figure A-18 is an example of a copy rollover status report.



Copy Rollover Status Report

As Of Date: 8/16/99
Rollover Run ID: 4

P O Number: 116

Item Number: 0 **Description:** **Vendor Title Number:**
Copy Location: **Rollover Status:** Successfully rolled over **RolloverTime:** 1999-08-16 10:48:09

Item Number: 12 **Description:** Against the multicultural agenda : a critical thinking alternative / Yehudi O. Webster. **Vendor Title Number:** ISBN 0275958760 (alk. paper)
Copy Location: **Rollover Status:** Successfully rolled over **RolloverTime:** 1999-08-16 10:48:09
Copy Location: Main **Rollover Status:** Successfully rolled over **RolloverTime:** 1999-08-16 10:48:09

P O Number: 173

Item Number: 0 **Description:** **Vendor Title Number:**
Copy Location: **Rollover Status:** Successfully rolled over **RolloverTime:** 1999-08-16 10:48:12

Item Number: 1 **Description:** Aeschylus, the Oresteia / Simon Goldhill. **Vendor Title Number:** ISBN 052140293X
Copy Location: **Rollover Status:** Successfully rolled over **RolloverTime:** 1999-08-16 10:48:12
Copy Location: Main **Rollover Status:** Successfully rolled over **RolloverTime:** 1999-08-16 10:48:12

Item Number: 2 **Description:** Approaches to teaching Garcia Márquez's One hundred years of solitude / edited by María Elena de Valdés and Mario J. Valdés. **Vendor Title Number:** ISBN 0873525353 (C) :
Copy Location: **Rollover Status:** Successfully rolled over **RolloverTime:** 1999-08-16 10:48:12
Copy Location: Main **Rollover Status:** Successfully rolled over **RolloverTime:** 1999-08-16 10:48:12

Item Number: 3 **Description:** Cambridge companion to English poetry, Donne to Marvell / edited by Thomas N. Corns. **Vendor Title Number:** ISBN 0521411475
Copy Location: **Rollover Status:** Successfully rolled over **RolloverTime:** 1999-08-16 10:48:12
Copy Location: Main **Rollover Status:** Successfully rolled over **RolloverTime:** 1999-08-16 10:48:12
Copy Location: Main **Rollover Status:** Successfully rolled over **RolloverTime:** 1999-08-16 10:48:12

Item Number: 4 **Description:** Stories of Raymond Carver : a critical study / Kirk Nesset. **Vendor Title Number:** ISBN 0821410997 (cloth)
Copy Location: **Rollover Status:** Successfully rolled over **RolloverTime:** 1999-08-16 10:48:12
Copy Location: Main **Rollover Status:** Successfully rolled over **RolloverTime:** 1999-08-16 10:48:12

P O Number: 174

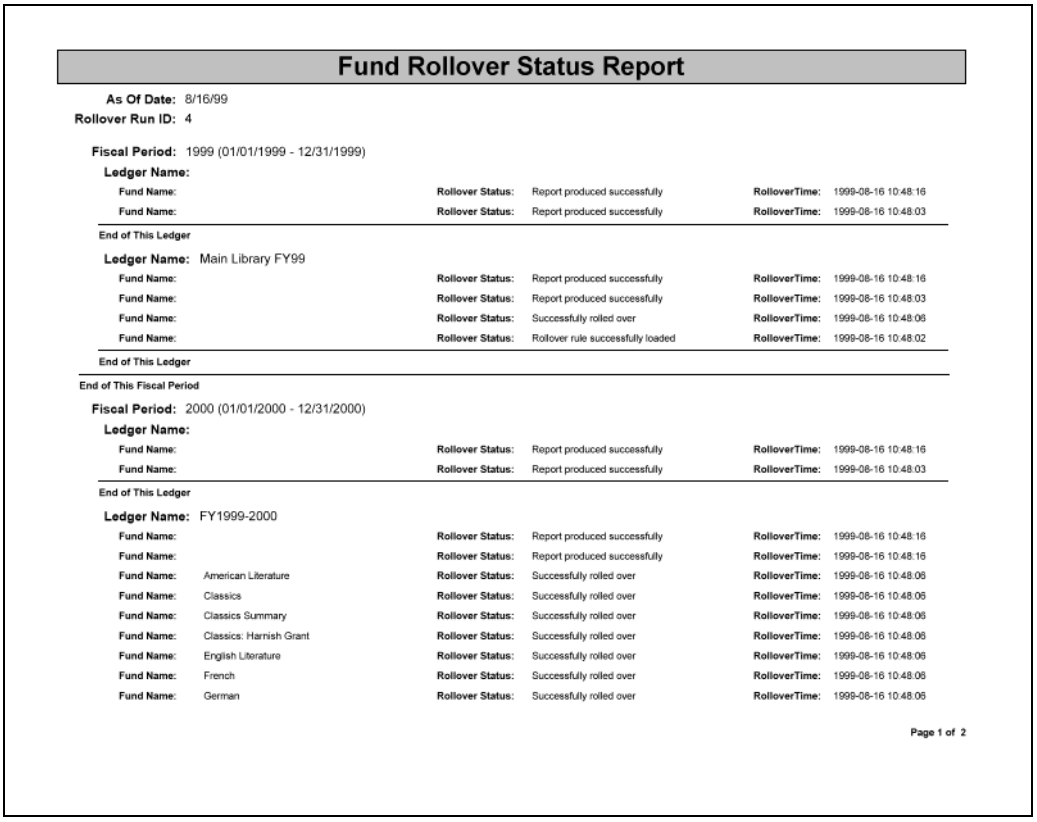
Item Number: 0 **Description:** **Vendor Title Number:**
Copy Location: **Rollover Status:** Successfully rolled over **RolloverTime:** 1999-08-16 10:48:12

Page 1 of 4

Figure A-18. Copy Rollover Status Report

Fund Rollover Status Report

Figure A-19 is an example of a fund rollover status report.



Fund Rollover Status Report

As Of Date: 8/16/99
Rollover Run ID: 4

Fiscal Period: 1999 (01/01/1999 - 12/31/1999)
Ledger Name:

Fund Name:		Rollover Status:	Report produced successfully	RolloverTime:	1999-08-16 10:48:16
Fund Name:		Rollover Status:	Report produced successfully	RolloverTime:	1999-08-16 10:48:03

End of This Ledger

Ledger Name: Main Library FY99

Fund Name:		Rollover Status:	Report produced successfully	RolloverTime:	1999-08-16 10:48:16
Fund Name:		Rollover Status:	Report produced successfully	RolloverTime:	1999-08-16 10:48:03
Fund Name:		Rollover Status:	Successfully rolled over	RolloverTime:	1999-08-16 10:48:06
Fund Name:		Rollover Status:	Rollover rule successfully loaded	RolloverTime:	1999-08-16 10:48:02

End of This Ledger

End of This Fiscal Period

Fiscal Period: 2000 (01/01/2000 - 12/31/2000)
Ledger Name:

Fund Name:		Rollover Status:	Report produced successfully	RolloverTime:	1999-08-16 10:48:16
Fund Name:		Rollover Status:	Report produced successfully	RolloverTime:	1999-08-16 10:48:03

End of This Ledger

Ledger Name: FY1999-2000

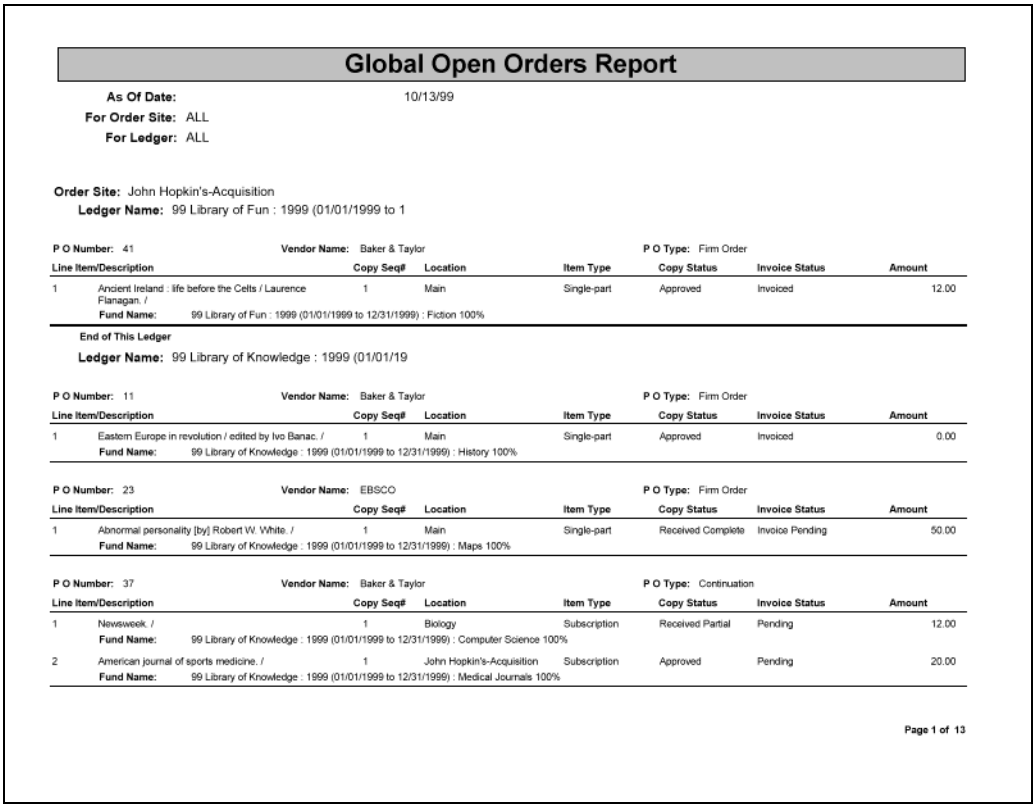
Fund Name:		Rollover Status:	Report produced successfully	RolloverTime:	1999-08-16 10:48:16
Fund Name:		Rollover Status:	Report produced successfully	RolloverTime:	1999-08-16 10:48:16
Fund Name:	American Literature	Rollover Status:	Successfully rolled over	RolloverTime:	1999-08-16 10:48:06
Fund Name:	Classics	Rollover Status:	Successfully rolled over	RolloverTime:	1999-08-16 10:48:06
Fund Name:	Classics Summary	Rollover Status:	Successfully rolled over	RolloverTime:	1999-08-16 10:48:06
Fund Name:	Classics: Harnish Grant	Rollover Status:	Successfully rolled over	RolloverTime:	1999-08-16 10:48:06
Fund Name:	English Literature	Rollover Status:	Successfully rolled over	RolloverTime:	1999-08-16 10:48:06
Fund Name:	French	Rollover Status:	Successfully rolled over	RolloverTime:	1999-08-16 10:48:06
Fund Name:	German	Rollover Status:	Successfully rolled over	RolloverTime:	1999-08-16 10:48:06

Page 1 of 2

Figure A-19. Fund Rollover Status Report

Global Open Orders Report

Figure A-20 is an example of a global open order report.



Global Open Orders Report

As Of Date: 10/13/99
For Order Site: ALL
For Ledger: ALL

Order Site: John Hopkin's-Acquisition
Ledger Name: 99 Library of Fun : 1999 (01/01/1999 to 1

P O Number: 41 **Vendor Name:** Baker & Taylor **P O Type:** Firm Order

Line	Item/Description	Copy Seq#	Location	Item Type	Copy Status	Invoice Status	Amount
1	Ancient Ireland : life before the Celts / Laurence Flanagan. /	1	Main	Single-part	Approved	Invoiced	12.00
	Fund Name: 99 Library of Fun : 1999 (01/01/1999 to 12/31/1999) : Fiction 100%						

End of This Ledger

Ledger Name: 99 Library of Knowledge : 1999 (01/01/19

P O Number: 11 **Vendor Name:** Baker & Taylor **P O Type:** Firm Order

Line	Item/Description	Copy Seq#	Location	Item Type	Copy Status	Invoice Status	Amount
1	Eastern Europe in revolution / edited by Ivo Banac. /	1	Main	Single-part	Approved	Invoiced	0.00
	Fund Name: 99 Library of Knowledge : 1999 (01/01/1999 to 12/31/1999) : History 100%						

P O Number: 23 **Vendor Name:** EBSCO **P O Type:** Firm Order

Line	Item/Description	Copy Seq#	Location	Item Type	Copy Status	Invoice Status	Amount
1	Abnormal personality [by] Robert W. White. /	1	Main	Single-part	Received Complete	Invoice Pending	50.00
	Fund Name: 99 Library of Knowledge : 1999 (01/01/1999 to 12/31/1999) : Maps 100%						

P O Number: 37 **Vendor Name:** Baker & Taylor **P O Type:** Continuation

Line	Item/Description	Copy Seq#	Location	Item Type	Copy Status	Invoice Status	Amount
1	Newsweek. /	1	Biology	Subscription	Received Partial	Pending	12.00
	Fund Name: 99 Library of Knowledge : 1999 (01/01/1999 to 12/31/1999) : Computer Science 100%						
2	American journal of sports medicine. /	1	John Hopkin's-Acquisition	Subscription	Approved	Pending	20.00
	Fund Name: 99 Library of Knowledge : 1999 (01/01/1999 to 12/31/1999) : Medical Journals 100%						

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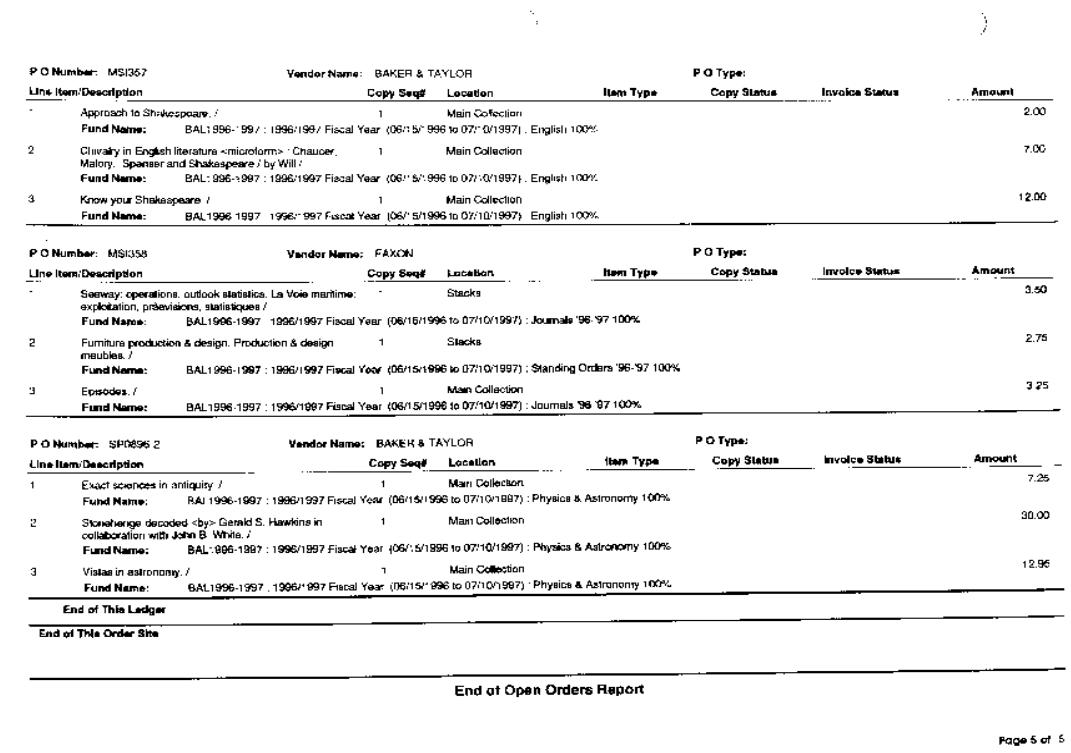
Figure A-20. Global Open Orders Report

Open Orders Report

Figure A-21 is an example of an open orders report.



P O Number: MSI357 Vendor Name: BAKER & TAYLOR P O Type:

Line Item/Description	Copy Seq#	Location	Item Type	Copy Status	Invoice Status	Amount
- Approach to Shakespeare. /	1	Main Collection				2.00
Fund Name: BAL1996-'97 / : 1996/1997 Fiscal Year (06/15/1996 to 07/10/1997) : English 100%						
2 Chivalry in English literature <microform> : Chaucer, Malory, Spenser and Shakespeare / by Will /	1	Main Collection				7.00
Fund Name: BAL: 996-1997 : 1996/1997 Fiscal Year (06/15/1996 to 07/10/1997) : English 100%						
3 Know your Shakespeare /	1	Main Collection				12.00
Fund Name: BAL1996-1997 : 1996/1997 Fiscal Year (06/15/1996 to 07/10/1997) : English 100%						

P O Number: MSI358 Vendor Name: FAXON P O Type:

Line Item/Description	Copy Seq#	Location	Item Type	Copy Status	Invoice Status	Amount
- Seaway: operations, outlook statistics. La Voie maritime: exploitation, prévisions, statistiques /	-	Stacks				3.50
Fund Name: BAL1996-1997 : 1996/1997 Fiscal Year (06/15/1996 to 07/10/1997) : Journals '96-'97 100%						
2 Furniture production & design. Production & design meubles. /	1	Stacks				2.75
Fund Name: BAL1996-1997 : 1996/1997 Fiscal Year (06/15/1996 to 07/10/1997) : Standing Orders '96-'97 100%						
3 Episodes. /	1	Main Collection				3.25
Fund Name: BAL1996-1997 : 1996/1997 Fiscal Year (06/15/1996 to 07/10/1997) : Journals '96-'97 100%						

P O Number: SP0896 2 Vendor Name: BAKER & TAYLOR P O Type:

Line Item/Description	Copy Seq#	Location	Item Type	Copy Status	Invoice Status	Amount
1 Exact sciences in antiquity /	1	Main Collection				7.25
Fund Name: BAL 1996-1997 : 1996/1997 Fiscal Year (06/15/1996 to 07/10/1997) : Physics & Astronomy 100%						
2 Stonehenge decoded <by> Gerald S. Hawkins in collaboration with John B. White. /	1	Main Collection				30.00
Fund Name: BAL: 996-1997 : 1996/1997 Fiscal Year (06/15/1996 to 07/10/1997) : Physics & Astronomy 100%						
3 Vistas in astronomy. /	1	Main Collection				12.96
Fund Name: BAL1996-1997 : 1996/1997 Fiscal Year (06/15/1996 to 07/10/1997) : Physics & Astronomy 100%						

End of This Ledger

End of This Order Site

End of Open Orders Report

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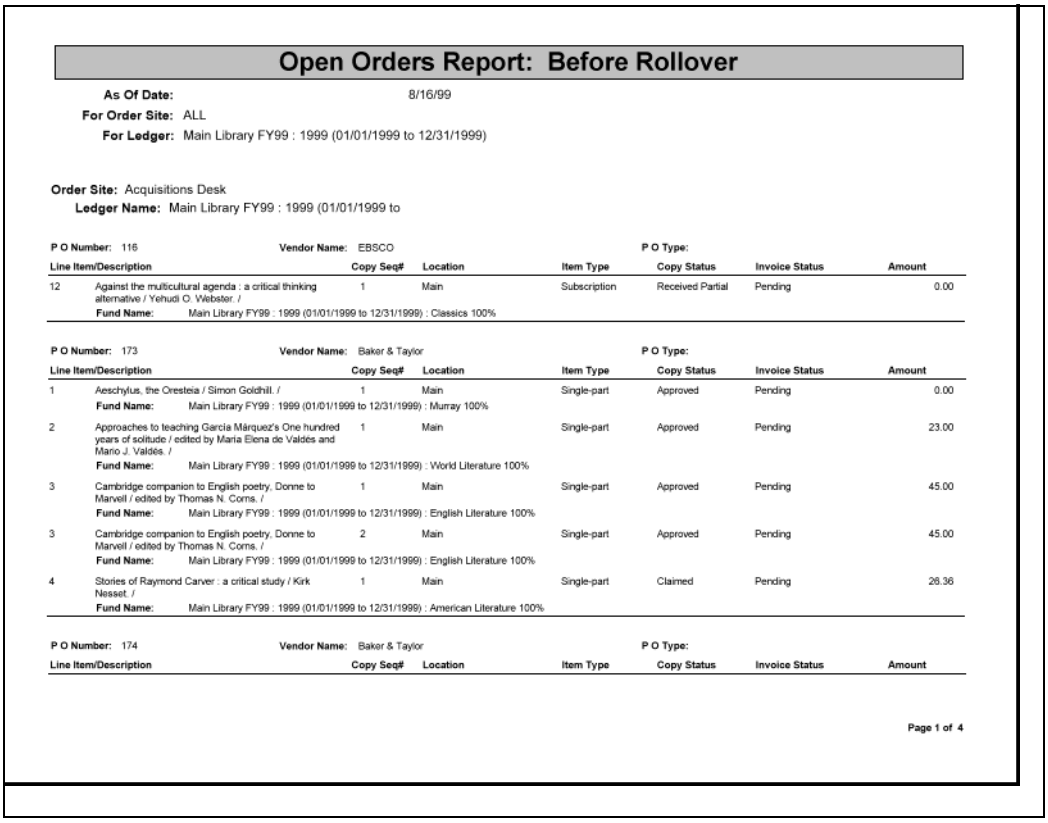
Figure A-21. Open Orders Report

Open Orders Report Before Rollover

Figure A-22 is an example of an open orders report before rollover.



Open Orders Report: Before Rollover

As Of Date: 8/16/99
For Order Site: ALL
For Ledger: Main Library FY99 : 1999 (01/01/1999 to 12/31/1999)

Order Site: Acquisitions Desk
Ledger Name: Main Library FY99 : 1999 (01/01/1999 to

P O Number: 116 **Vendor Name:** EBSCO **P O Type:**

Line	Item/Description	Copy Seq#	Location	Item Type	Copy Status	Invoice Status	Amount
12	Against the multicultural agenda : a critical thinking alternative / Yehudi O. Webster. /	1	Main	Subscription	Received Partial	Pending	0.00
	Fund Name: Main Library FY99 : 1999 (01/01/1999 to 12/31/1999) : Classics 100%						

P O Number: 173 **Vendor Name:** Baker & Taylor **P O Type:**

Line	Item/Description	Copy Seq#	Location	Item Type	Copy Status	Invoice Status	Amount
1	Aeschylus, the Oresteia / Simon Goldhill. /	1	Main	Single-part	Approved	Pending	0.00
	Fund Name: Main Library FY99 : 1999 (01/01/1999 to 12/31/1999) : Murray 100%						
2	Approaches to teaching García Márquez's One hundred years of solitude / edited by María Elena de Valdés and Mario J. Valdés. /	1	Main	Single-part	Approved	Pending	23.00
	Fund Name: Main Library FY99 : 1999 (01/01/1999 to 12/31/1999) : World Literature 100%						
3	Cambridge companion to English poetry, Donne to Marvell / edited by Thomas N. Corns. /	1	Main	Single-part	Approved	Pending	45.00
	Fund Name: Main Library FY99 : 1999 (01/01/1999 to 12/31/1999) : English Literature 100%						
3	Cambridge companion to English poetry, Donne to Marvell / edited by Thomas N. Corns. /	2	Main	Single-part	Approved	Pending	45.00
	Fund Name: Main Library FY99 : 1999 (01/01/1999 to 12/31/1999) : English Literature 100%						
4	Stories of Raymond Carver : a critical study / Kirk Nesset. /	1	Main	Single-part	Claimed	Pending	26.36
	Fund Name: Main Library FY99 : 1999 (01/01/1999 to 12/31/1999) : American Literature 100%						

P O Number: 174 **Vendor Name:** Baker & Taylor **P O Type:**

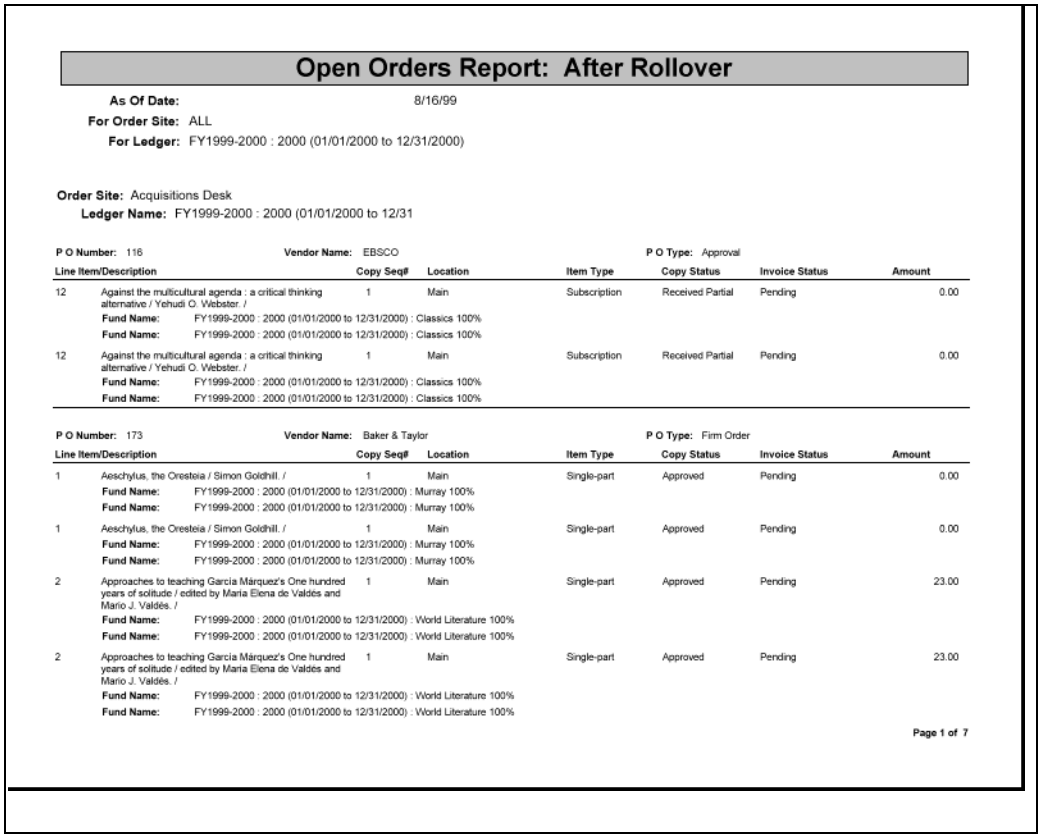
Line	Item/Description	Copy Seq#	Location	Item Type	Copy Status	Invoice Status	Amount

Page 1 of 4

Figure A-22. Open Orders Report: Before Rollover

Open Orders Report After Rollover

Figure A-23 is an example of an open orders report after rollover.



Open Orders Report: After Rollover

As Of Date: 8/16/99
For Order Site: ALL
For Ledger: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000)

Order Site: Acquisitions Desk
Ledger Name: FY1999-2000 : 2000 (01/01/2000 to 12/31

P O Number: 116 **Vendor Name:** EBSCO **P O Type:** Approval

Line Item/Description	Copy Seq#	Location	Item Type	Copy Status	Invoice Status	Amount
12 Against the multicultural agenda : a critical thinking alternative / Yehudi O. Webster. /	1	Main	Subscription	Received Partial	Pending	0.00
Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : Classics 100%						
Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : Classics 100%						
12 Against the multicultural agenda : a critical thinking alternative / Yehudi O. Webster. /	1	Main	Subscription	Received Partial	Pending	0.00
Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : Classics 100%						
Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : Classics 100%						

P O Number: 173 **Vendor Name:** Baker & Taylor **P O Type:** Firm Order

Line Item/Description	Copy Seq#	Location	Item Type	Copy Status	Invoice Status	Amount
1 Aeschylus, the Oresteia / Simon Goldhill. /	1	Main	Single-part	Approved	Pending	0.00
Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : Murray 100%						
Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : Murray 100%						
1 Aeschylus, the Oresteia / Simon Goldhill. /	1	Main	Single-part	Approved	Pending	0.00
Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : Murray 100%						
Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : Murray 100%						
2 Approaches to teaching García Márquez's One hundred years of solitude / edited by María Elena de Valdés and Mario J. Valdés. /	1	Main	Single-part	Approved	Pending	23.00
Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : World Literature 100%						
Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : World Literature 100%						
2 Approaches to teaching García Márquez's One hundred years of solitude / edited by María Elena de Valdés and Mario J. Valdés. /	1	Main	Single-part	Approved	Pending	23.00
Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : World Literature 100%						
Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : World Literature 100%						

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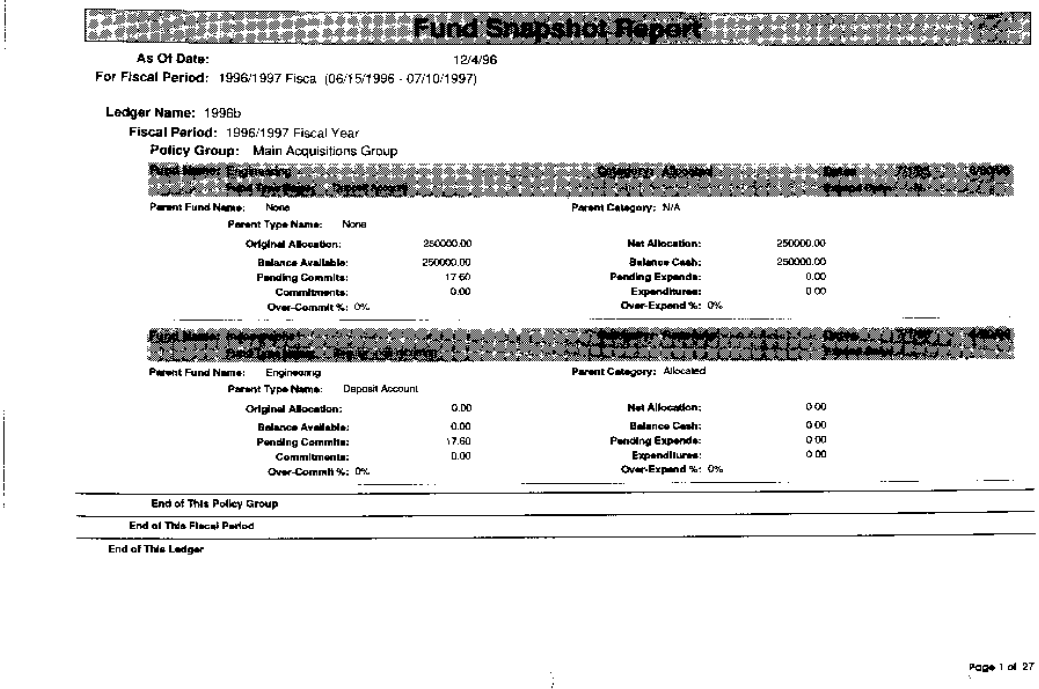
Figure A-23. Open Orders Report After Rollover

Fund Snapshot Report

Figure A-24 is an example of a fund snapshot report.



Fund Snapshot Report

As Of Date: 12/4/96
For Fiscal Period: 1996/1997 Fisca (06/15/1996 - 07/10/1997)

Ledger Name: 1996b
Fiscal Period: 1996/1997 Fiscal Year
Policy Group: Main Acquisitions Group

Parent Fund Name: None
Parent Type Name: None
Parent Category: N/A

Original Allocation:	250000.00	Net Allocation:	250000.00
Balance Available:	250000.00	Balance Cash:	250000.00
Pending Commits:	17.60	Pending Expends:	0.00
Commitments:	0.00	Expenditures:	0.00
Over-Commit %:	0%	Over-Expend %:	0%

Parent Fund Name: Engineering
Parent Type Name: Deposit Account
Parent Category: Allocated

Original Allocation:	0.00	Net Allocation:	0.00
Balance Available:	0.00	Balance Cash:	0.00
Pending Commits:	17.60	Pending Expends:	0.00
Commitments:	0.00	Expenditures:	0.00
Over-Commit %:	0%	Over-Expend %:	0%

End of This Policy Group
End of This Fiscal Period
End of This Ledger

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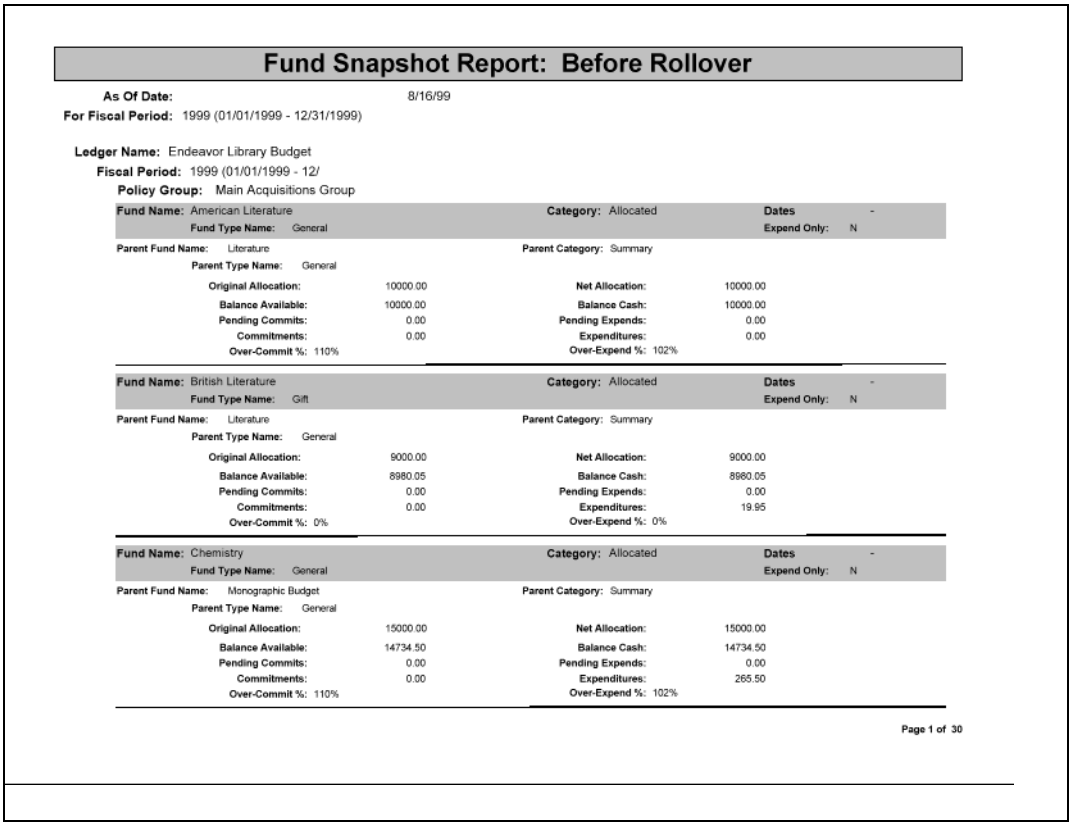
Figure A-24. Fund Snapshot Report

Fund Snapshot Report Before Rollover

Figure A-25 is an example of a fund snapshot report before rollover.



Fund Snapshot Report: Before Rollover

As Of Date: 8/16/99
For Fiscal Period: 1999 (01/01/1999 - 12/31/1999)

Ledger Name: Endeavor Library Budget
Fiscal Period: 1999 (01/01/1999 - 12/
Policy Group: Main Acquisitions Group

Fund Name: American Literature — **Category:** Allocated — **Dates** -
Fund Type Name: General — **Expend Only:** N
Parent Fund Name: Literature — **Parent Category:** Summary
Parent Type Name: General

Original Allocation:	10000.00	**Net Allocation:**	10000.00
Balance Available:	10000.00	**Balance Cash:**	10000.00
Pending Commits:	0.00	**Pending Expends:**	0.00
Commitments:	0.00	**Expenditures:**	0.00
Over-Commit %:	110%	**Over-Expend %:**	102%

Fund Name: British Literature — **Category:** Allocated — **Dates** -
Fund Type Name: Gift — **Expend Only:** N
Parent Fund Name: Literature — **Parent Category:** Summary
Parent Type Name: General

Original Allocation:	9000.00	**Net Allocation:**	9000.00
Balance Available:	8980.05	**Balance Cash:**	8980.05
Pending Commits:	0.00	**Pending Expends:**	0.00
Commitments:	0.00	**Expenditures:**	19.95
Over-Commit %:	0%	**Over-Expend %:**	0%

Fund Name: Chemistry — **Category:** Allocated — **Dates** -
Fund Type Name: General — **Expend Only:** N
Parent Fund Name: Monographic Budget — **Parent Category:** Summary
Parent Type Name: General

Original Allocation:	15000.00	**Net Allocation:**	15000.00
Balance Available:	14734.50	**Balance Cash:**	14734.50
Pending Commits:	0.00	**Pending Expends:**	0.00
Commitments:	0.00	**Expenditures:**	265.50
Over-Commit %:	110%	**Over-Expend %:**	102%

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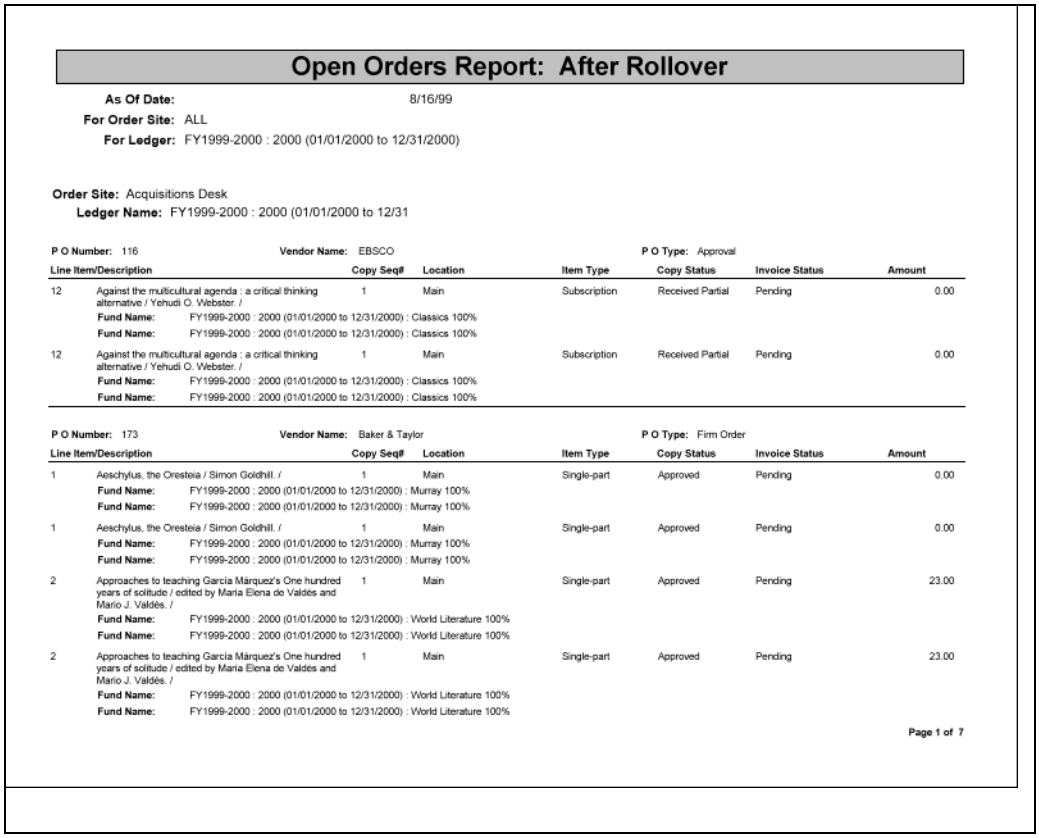
Figure A-25. Fund Snapshot Report Before Rollover

Fund Snapshot Report After Rollover

Figure A-26 is an example of a fund snapshot report after rollover.



Open Orders Report: After Rollover

As Of Date: 8/16/99
For Order Site: ALL
For Ledger: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000)

Order Site: Acquisitions Desk
Ledger Name: FY1999-2000 : 2000 (01/01/2000 to 12/31

P O Number: 116 **Vendor Name:** EBSCO **P O Type:** Approval

Line Item/Description	Copy Seq#	Location	Item Type	Copy Status	Invoice Status	Amount
12 Against the multicultural agenda : a critical thinking alternative / Yehudi O. Webster. /	1	Main	Subscription	Received Partial	Pending	0.00
Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : Classics 100%						
Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : Classics 100%						
12 Against the multicultural agenda : a critical thinking alternative / Yehudi O. Webster. /	1	Main	Subscription	Received Partial	Pending	0.00
Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : Classics 100%						
Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : Classics 100%						

P O Number: 173 **Vendor Name:** Baker & Taylor **P O Type:** Firm Order

Line Item/Description	Copy Seq#	Location	Item Type	Copy Status	Invoice Status	Amount
1 Aeschylus, the Oresteia / Simon Goldhill. /	1	Main	Single-part	Approved	Pending	0.00
Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : Murray 100%						
Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : Murray 100%						
1 Aeschylus, the Oresteia / Simon Goldhill. /	1	Main	Single-part	Approved	Pending	0.00
Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : Murray 100%						
Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : Murray 100%						
2 Approaches to teaching Garcia Márquez's One hundred years of solitude / edited by Maria Elena de Valdés and Mario J. Valdés. /	1	Main	Single-part	Approved	Pending	23.00
Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : World Literature 100%						
Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : World Literature 100%						
2 Approaches to teaching Garcia Márquez's One hundred years of solitude / edited by Maria Elena de Valdés and Mario J. Valdés. /	1	Main	Single-part	Approved	Pending	23.00
Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : World Literature 100%						
Fund Name: FY1999-2000 : 2000 (01/01/2000 to 12/31/2000) : World Literature 100%						

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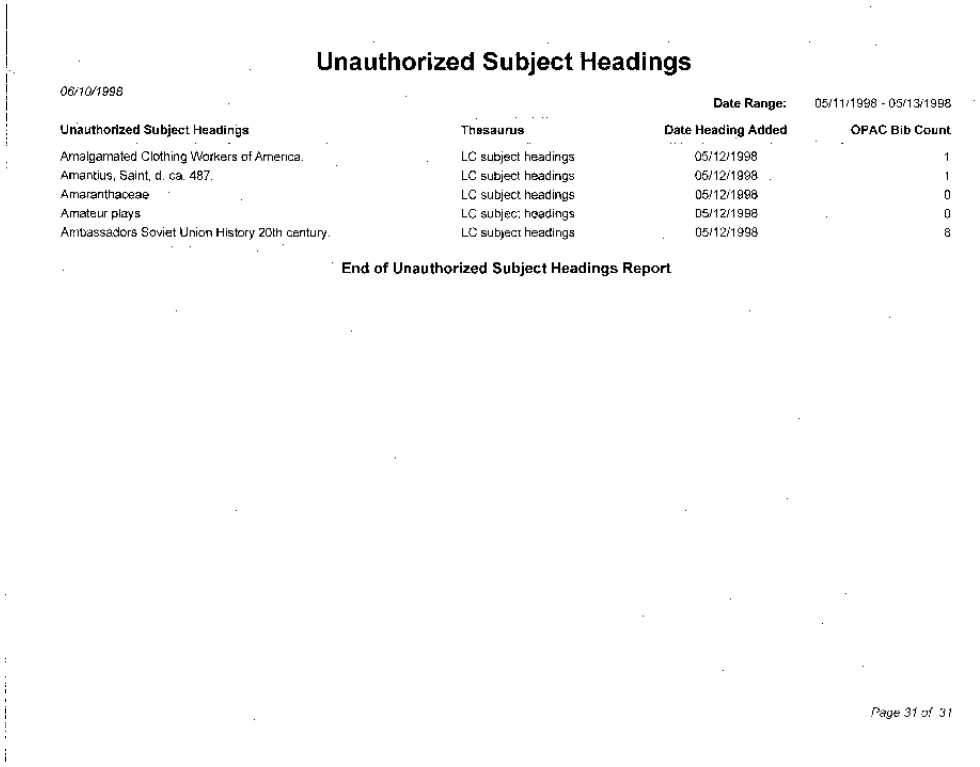
Figure A-26. Fund Snapshot Report After Rollover

Cataloging Reports

This section provides examples of the cataloging reports.

Unauthorized Subject Headings

Figure A-27 is an example of an unauthorized subject headings report.



Unauthorized Subject Headings

06/10/1998

Date Range: 05/11/1998 - 05/13/1998

Unauthorized Subject Headings	Thesaurus	Date Heading Added	OPAC Bib Count
Amalgamated Clothing Workers of America.	LC subject headings	05/12/1998	1
Amantius, Saint, d. ca. 487.	LC subject headings	05/12/1998	1
Amaranthaceae	LC subject headings	05/12/1998	0
Amateur plays	LC subject headings	05/12/1998	0
Ambassadors Soviet Union History 20th century.	LC subject headings	05/12/1998	8

End of Unauthorized Subject Headings Report

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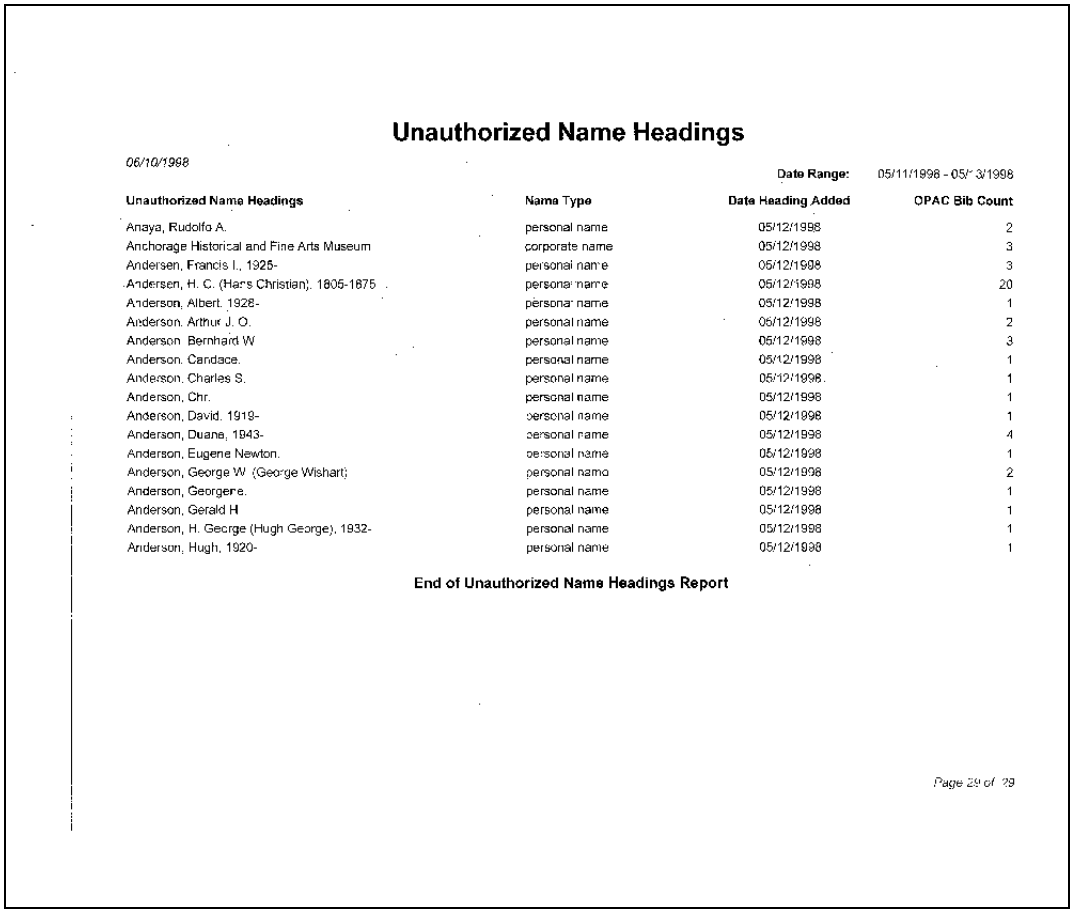
Figure A-27. Unauthorized Subject Headings

Unauthorized Name Headings

Figure A-28 on page A-29 is an example of an unauthorized name headings report.



Unauthorized Name Headings

06/10/1998

Date Range: 05/11/1998 - 05/13/1998

Unauthorized Name Headings	Name Type	Date Heading Added	OPAC Bib Count
Anaya, Rudolfo A.	personal name	05/12/1998	2
Anchorage Historical and Fine Arts Museum	corporate name	05/12/1998	3
Andersen, Francis I., 1925-	personal name	05/12/1998	3
Andersen, H. C. (Hans Christian), 1805-1875	personal name	05/12/1998	20
Anderson, Albert, 1928-	personal name	05/12/1998	1
Anderson, Arthur J. O.	personal name	05/12/1998	2
Anderson, Bernhard W	personal name	05/12/1998	3
Anderson, Candace.	personal name	05/12/1998	1
Anderson, Charles S.	personal name	05/12/1998	1
Anderson, Chr.	personal name	05/12/1998	1
Anderson, David, 1919-	personal name	05/12/1998	1
Anderson, Duane, 1943-	personal name	05/12/1998	4
Anderson, Eugene Newton.	personal name	05/12/1998	1
Anderson, George W. (George Wishart)	personal name	05/12/1998	2
Anderson, Georgene.	personal name	05/12/1998	1
Anderson, Gerald H	personal name	05/12/1998	1
Anderson, H. George (Hugh George), 1932-	personal name	05/12/1998	1
Anderson, Hugh, 1920-	personal name	05/12/1998	1

End of Unauthorized Name Headings Report

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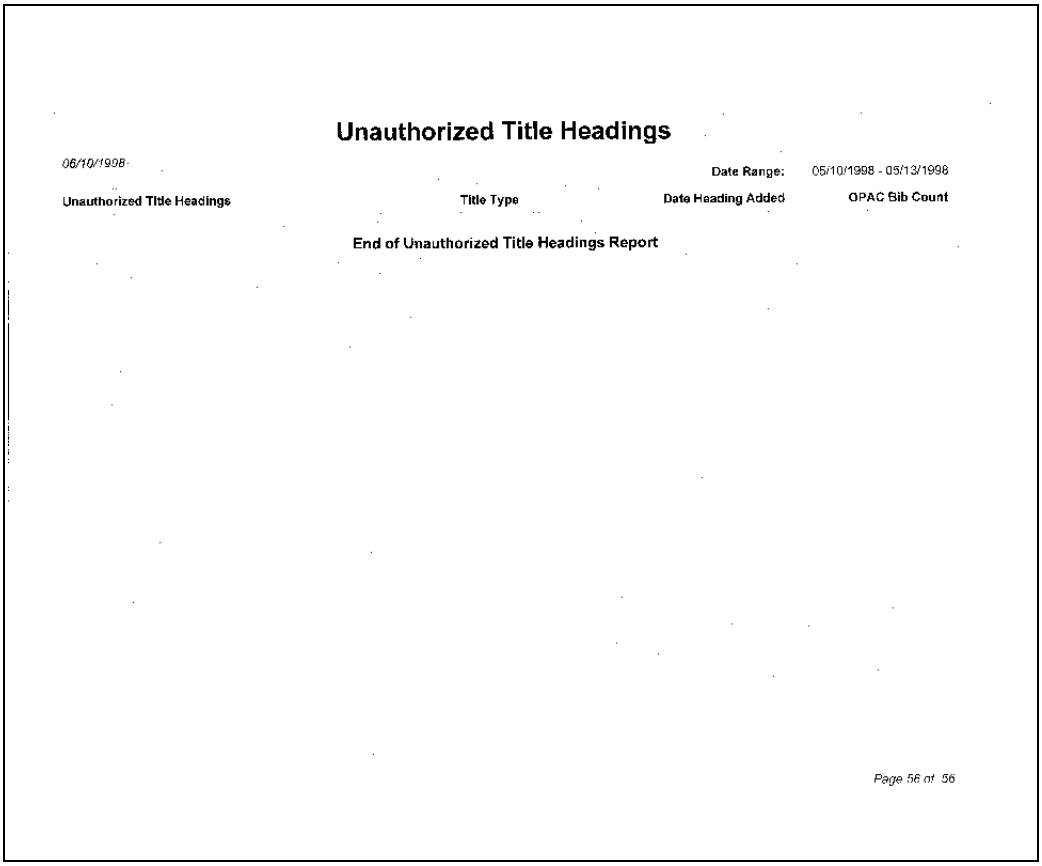
Figure A-28. Unauthorized Name Headings

Unauthorized Title Headings

Figure A-29 is an example of an unauthorized title headings report.



Unauthorized Title Headings

06/10/1998

Date Range: 05/10/1998 - 05/13/1998

Unauthorized Title Headings	Title Type	Date Heading Added	OPAC Sib Count

End of Unauthorized Title Headings Report

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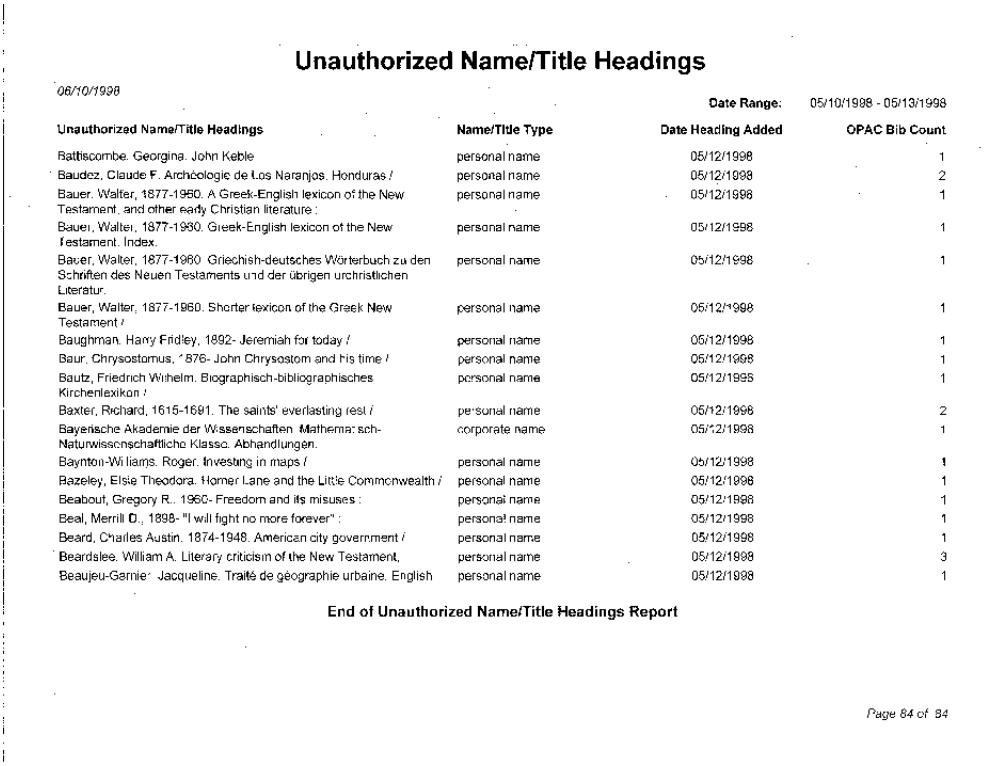
Figure A-29. Unauthorized Title Headings

Unauthorized Name/Title Headings

Figure A-30 is an example of an unauthorized name/title headings report.



Unauthorized Name/Title Headings

06/10/1998

Date Range: 05/10/1998 - 05/13/1998

Unauthorized Name/Title Headings	Name/Title Type	Date Heading Added	OPAC Bib Count
Battiscombe, Georgina. John Keble	personal name	05/12/1998	1
Baudez, Claude F. Archéologie de Los Naranjos, Honduras /	personal name	05/12/1998	2
Bauer, Walter, 1877-1960. A Greek-English lexicon of the New Testament, and other early Christian literature :	personal name	05/12/1998	1
Bauer, Walter, 1877-1960. Greek-English lexicon of the New Testament. Index.	personal name	05/12/1998	1
Bauer, Walter, 1877-1960. Griechish-deutsches Wörterbuch zu den Schriften des Neuen Testaments und der übrigen urchristlichen Literatur.	personal name	05/12/1998	1
Bauer, Walter, 1877-1960. Shorter lexicon of the Greek New Testament /	personal name	05/12/1998	1
Baughman, Harry Fridley, 1892- Jeremiah for today /	personal name	05/12/1998	1
Baur, Chrysostomus, 1876- John Chrysostom and his time /	personal name	05/12/1998	1
Bautz, Friedrich Wilhelm. Biographisch-bibliographisches Kirchenlexikon /	personal name	05/12/1998	1
Baxter, Richard, 1615-1691. The saints' everlasting rest /	personal name	05/12/1998	2
Bayerische Akademie der Wissenschaften. Mathema:sch-Naturwissenschaftliche Klasse. Abhandlungen.	corporate name	05/12/1998	1
Baynton-Williams, Roger. Investing in maps /	personal name	05/12/1998	1
Bazeley, Elsie Theodora. Homer Lane and the Little Commonwealth /	personal name	05/12/1998	1
Beabout, Gregory R., 1960- Freedom and its misuses :	personal name	05/12/1998	1
Beal, Merrill D., 1898- "I will fight no more forever" :	personal name	05/12/1998	1
Beard, Charles Austin, 1874-1948. American city government /	personal name	05/12/1998	1
Beardslee, William A. Literary criticism of the New Testament,	personal name	05/12/1998	3
Beaujeu-Garnier, Jacqueline. Traité de géographie urbaine. English	personal name	05/12/1998	1

End of Unauthorized Name/Title Headings Report

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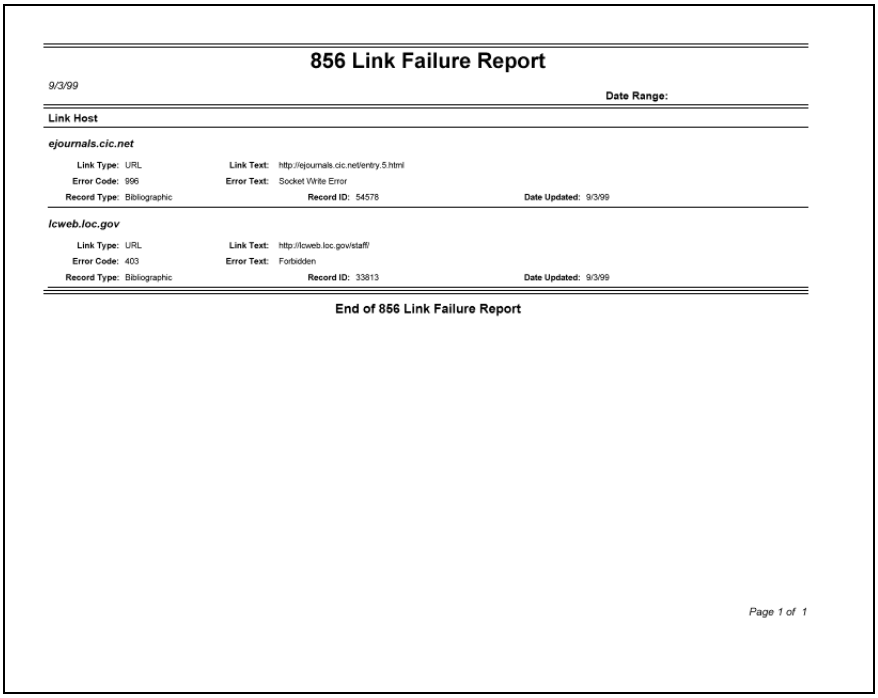
Figure A-30. Unauthorized Name/Title Headings

856 Link Failure Report

Figure A-31 is an example of an 856 link failure report.



856 Link Failure Report

9/3/99

Date Range:

Link Host

ejournals.cic.net

Link Type: URL Link Text: http://ejournals.cic.net/entry.5.html
Error Code: 996 Error Text: Socket Write Error
Record Type: Bibliographic Record ID: 54578 Date Updated: 9/3/99

lcweb.loc.gov

Link Type: URL Link Text: http://lcweb.loc.gov/staff/
Error Code: 403 Error Text: Forbidden
Record Type: Bibliographic Record ID: 33813 Date Updated: 9/3/99

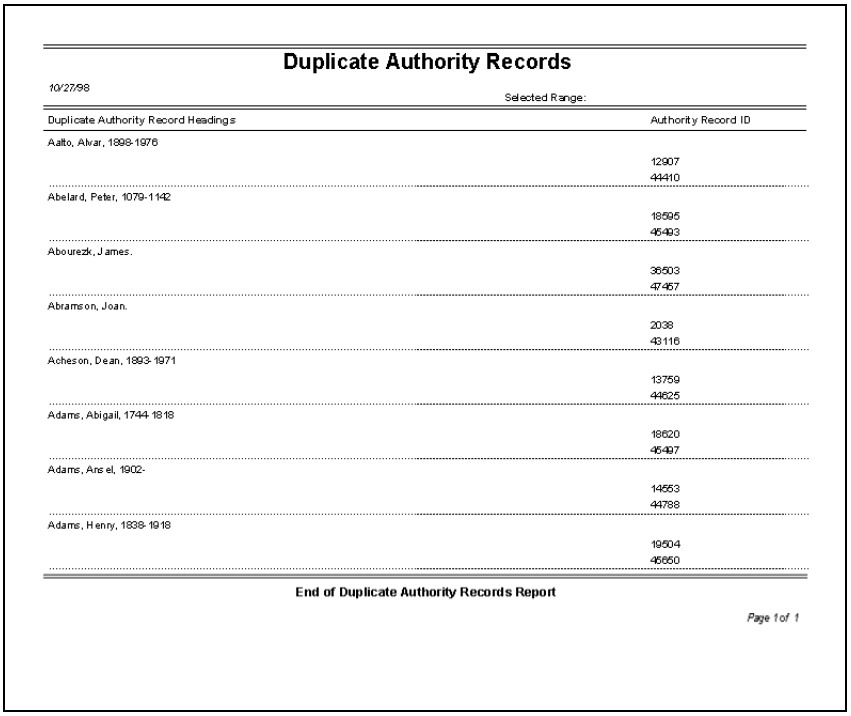
End of 856 Link Failure Report

Page 1 of 1

Figure A-31. 856 Link Failure Report

Duplicate Authority Records Report

Figure A-32 is an example of a duplicate authority records report.



Duplicate Authority Records

10/27/98

Selected Range:

Duplicate Authority Record Headings	Authority Record ID
Aalto, Alvar, 1898-1976	
	12907
	44410
Abelard, Peter, 1079-1142	
	18595
	45493
Abourezk, James.	
	36503
	47457
Abramson, Joan.	
	2038
	43116
Acheson, Dean, 1893-1971	
	13759
	44625
Adams, Abigail, 1744-1818	
	18620
	45497
Adams, Ansel, 1902-	
	14553
	44788
Adams, Henry, 1838-1918	
	19504
	45650

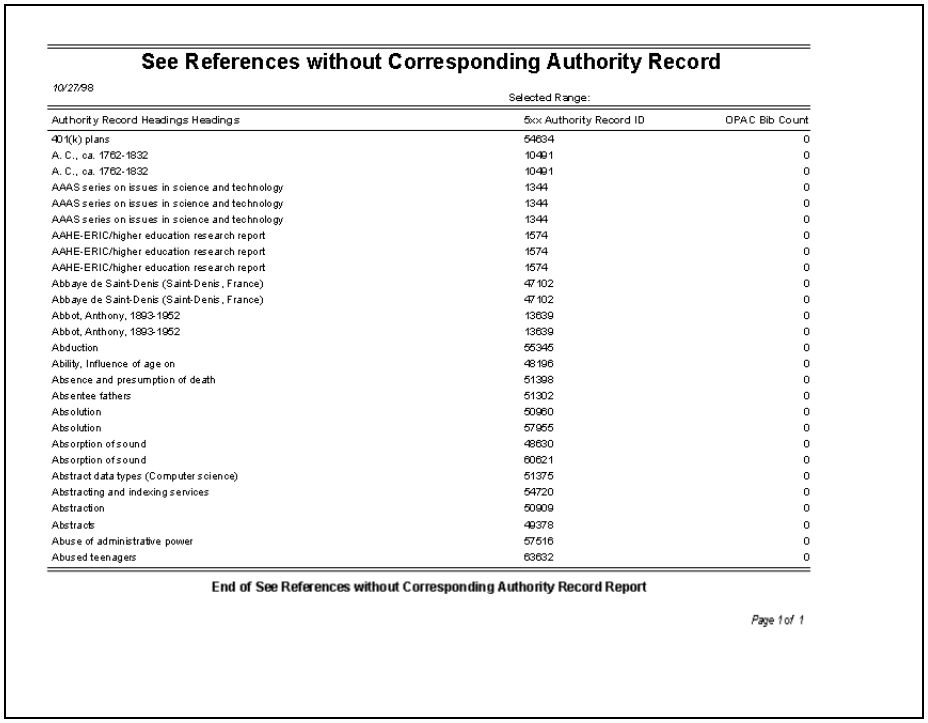
End of Duplicate Authority Records Report

Page 1 of 1

Figure A-32. Duplicate Authority Records

See References without Corresponding Authority Record Report

Figure A-33 is an example of a see references without corresponding authority record report.



See References without Corresponding Authority Record

10/27/98

Selected Range:

Authority Record Headings Headings	5xx Authority Record ID	OPAC Bib Count
401(k) plans	54634	0
A. C., ca. 1762-1832	10491	0
A. C., ca. 1762-1832	10491	0
AAAS series on issues in science and technology	1344	0
AAAS series on issues in science and technology	1344	0
AAAS series on issues in science and technology	1344	0
AAHE-ERIC/higher education research report	1574	0
AAHE-ERIC/higher education research report	1574	0
AAHE-ERIC/higher education research report	1574	0
Abbaye de Saint-Denis (Saint-Denis, France)	47102	0
Abbaye de Saint-Denis (Saint-Denis, France)	47102	0
Abbot, Anthony, 1893-1952	13639	0
Abbot, Anthony, 1893-1952	13639	0
Abduction	55345	0
Ability, Influence of age on	48196	0
Absence and presumption of death	51398	0
Absentee fathers	51302	0
Absolution	50960	0
Absolution	57955	0
Absorption of sound	48630	0
Absorption of sound	60621	0
Abstract data types (Computer science)	51375	0
Abstracting and indexing services	54720	0
Abstraction	50909	0
Abstracts	49378	0
Abuse of administrative power	57516	0
Abused teenagers	63632	0

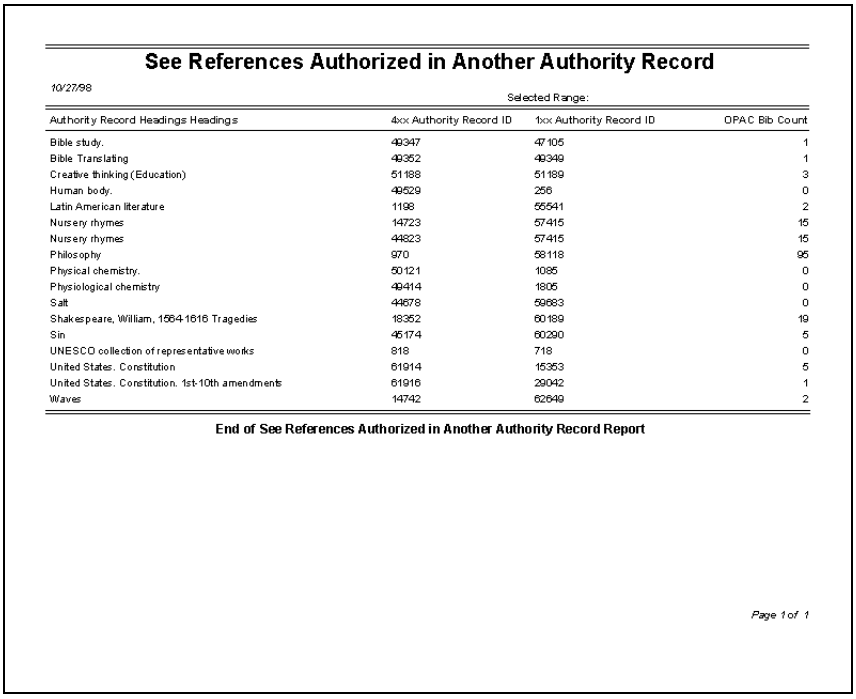
End of See References without Corresponding Authority Record Report

Page 1 of 1

Figure A-33. See References without Corresponding Authority Report

See References Authorized in Another Authority Record Report

Figure A-34 is an example of a see references authorized in another authority record report.



See References Authorized in Another Authority Record

10/27/98

Selected Range:

Authority Record Headings Headings	4xx Authority Record ID	1xx Authority Record ID	OPAC Bib Count
Bible study.	49347	47105	1
Bible Translating	49352	49349	1
Creative thinking (Education)	51188	51189	3
Human body.	49529	256	0
Latin American literature	1198	55541	2
Nursery rhymes	14723	57415	15
Nursery rhymes	44823	57415	15
Philosophy	970	58118	95
Physical chemistry.	50121	1085	0
Physiological chemistry	49414	1805	0
Salt	44678	59683	0
Shakespeare, William, 1564-1616 Tragedies	18352	60189	19
Sin	45174	60290	5
UNESCO collection of representative works	818	718	0
United States. Constitution	61914	15353	5
United States. Constitution. 1st-10th amendments	61916	29042	1
Waves	14742	62649	2

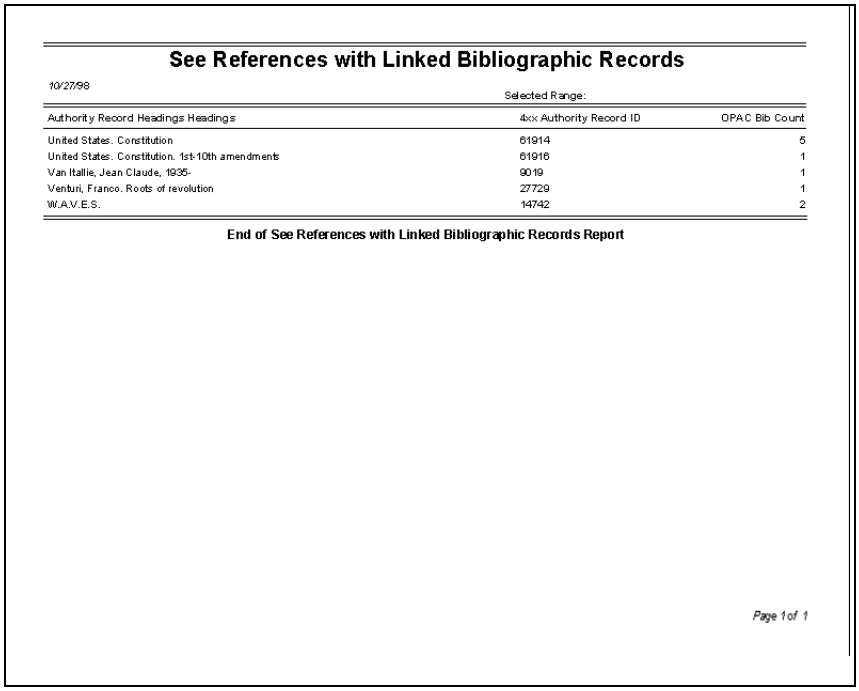
End of See References Authorized in Another Authority Record Report

Page 1 of 1

Figure A-34. See References Authorized in Another Authority Record

See References with Linked Bib Records Report

Figure A-35 is an example of a see references with linked bib records report.



See References with Linked Bibliographic Records

10/27/98

Selected Range:

Authority Record Headings Headings	4xx Authority Record ID	OPAC Bib Count
United States. Constitution	61914	5
United States. Constitution. 1st-10th amendments	61916	1
Van Itallie, Jean Claude, 1935-	9019	1
Venturi, Franco. Roots of revolution	27729	1
W.A.V.E.S.	14742	2

End of See References with Linked Bibliographic Records Report

Page 1 of 1

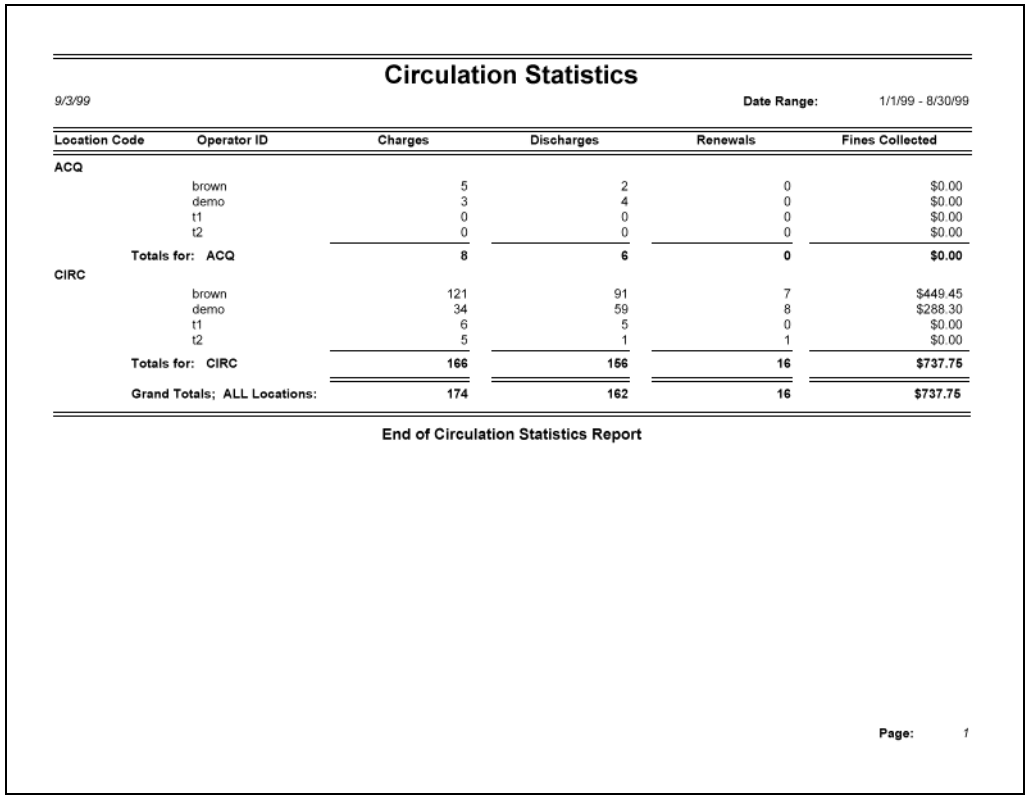
Figure A-35. See References with Linked Bibliographic Records

Circulation Reports

This section provides examples of circulation reports.

Circulation Statistics Report

Figure A-36 is an example of a circulation statistics report.



Circulation Statistics

9/3/99 — Date Range: 1/1/99 - 8/30/99

Location Code	Operator ID	Charges	Discharges	Renewals	Fines Collected
ACQ					
	brown	5	2	0	$0.00
	demo	3	4	0	$0.00
	t1	0	0	0	$0.00
	t2	0	0	0	$0.00
	Totals for: ACQ	**8**	**6**	**0**	**$0.00**
CIRC					
	brown	121	91	7	$449.45
	demo	34	59	8	$288.30
	t1	6	5	0	$0.00
	t2	5	1	1	$0.00
	Totals for: CIRC	**166**	**156**	**16**	**$737.75**
	Grand Totals; ALL Locations:	**174**	**162**	**16**	**$737.75**

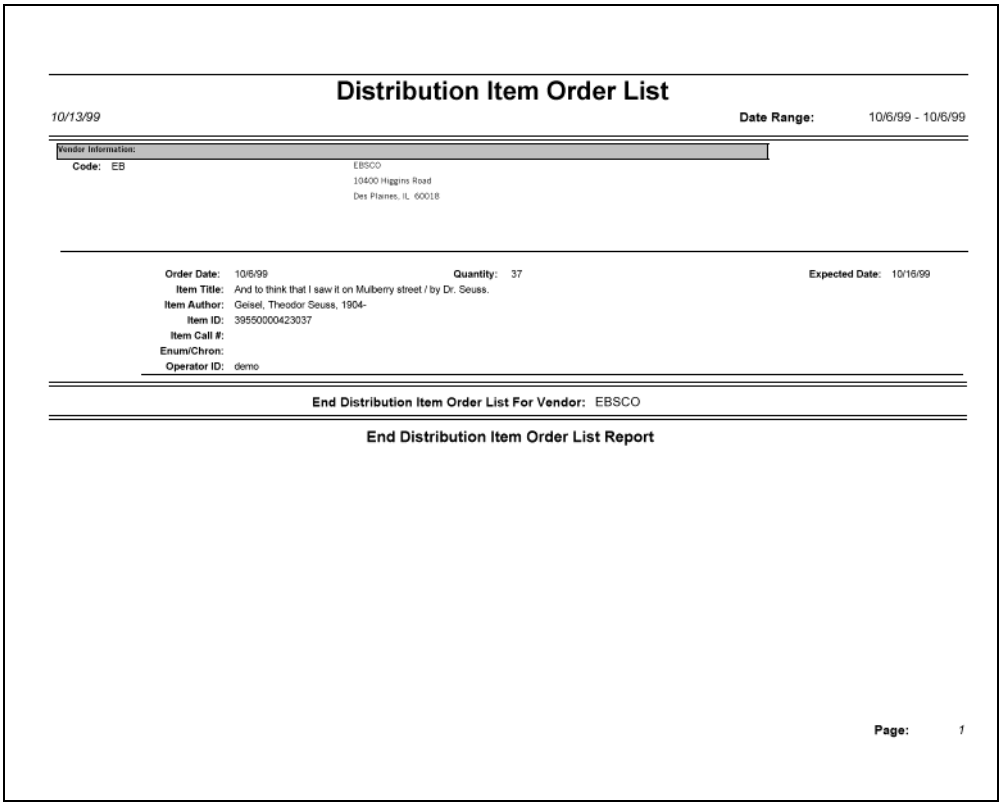
End of Circulation Statistics Report

Page: 1

Figure A-36. Circulation Statistics

Distribution Item Order List Report

Figure A-37 is an example of a distribution item order report.



Distribution Item Order List

10/13/99 Date Range: 10/6/99 - 10/6/99

Vendor Information:
Code: EB
EBSCO
10400 Higgins Road
Des Plaines, IL 60018

Order Date: 10/6/99 Quantity: 37 Expected Date: 10/16/99
Item Title: And to think that I saw it on Mulberry street / by Dr. Seuss.
Item Author: Geisel, Theodor Seuss, 1904-
Item ID: 39550000423037
Item Call #:
Enum/Chron:
Operator ID: demo

End Distribution Item Order List For Vendor: EBSCO

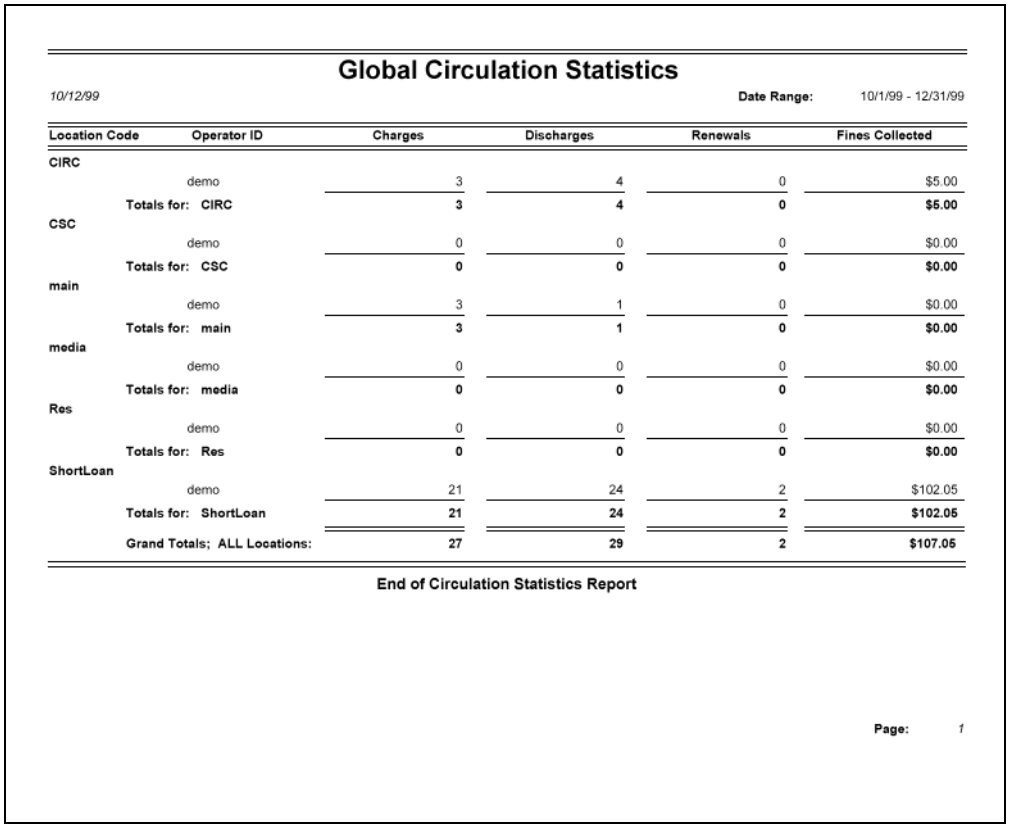
End Distribution Item Order List Report

Page: 1

Figure A-37. Distribution Item Order List

Global Circulation Statistics Report

Figure A-38 on page A-39 is an example of a global circulation statistics report.



Global Circulation Statistics

10/12/99 — **Date Range:** 10/1/99 - 12/31/99

Location Code	Operator ID	Charges	Discharges	Renewals	Fines Collected
CIRC					
	demo	3	4	0	$5.00
	Totals for: CIRC	**3**	**4**	**0**	**$5.00**
CSC					
	demo	0	0	0	$0.00
	Totals for: CSC	**0**	**0**	**0**	**$0.00**
main					
	demo	3	1	0	$0.00
	Totals for: main	**3**	**1**	**0**	**$0.00**
media					
	demo	0	0	0	$0.00
	Totals for: media	**0**	**0**	**0**	**$0.00**
Res					
	demo	0	0	0	$0.00
	Totals for: Res	**0**	**0**	**0**	**$0.00**
ShortLoan					
	demo	21	24	2	$102.05
	Totals for: ShortLoan	**21**	**24**	**2**	**$102.05**
	Grand Totals; ALL Locations:	**27**	**29**	**2**	**$107.05**

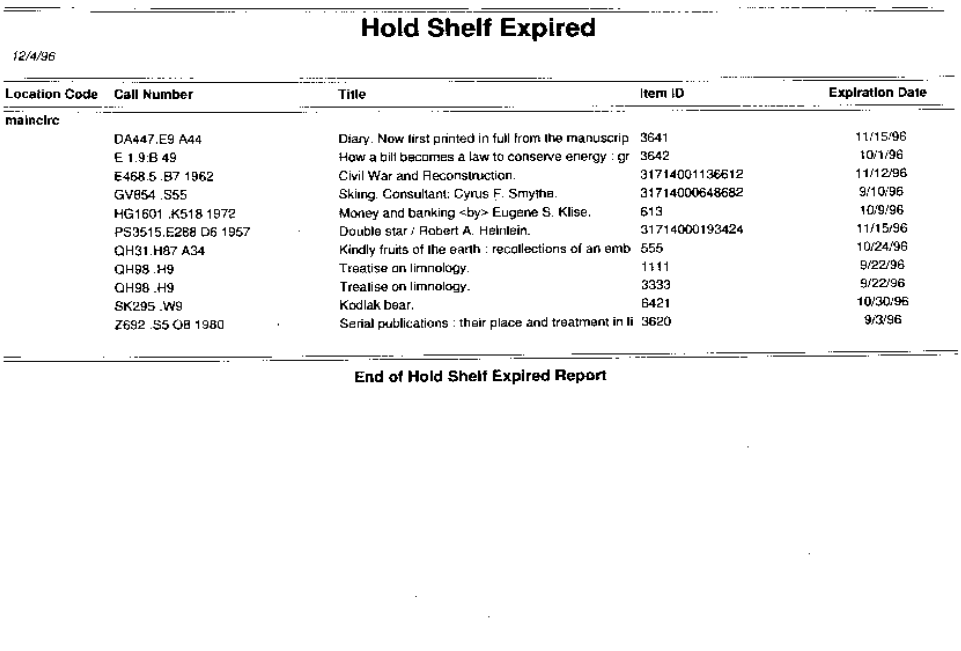
End of Circulation Statistics Report

Page: 1

Figure A-38. Global Circulation Statistics

Hold Shelf Expired Report

Figure A-39 is an example of a hold shelf expired report.



Hold Shelf Expired

12/4/96

Location Code	Call Number	Title	Item ID	Expiration Date
mainclrc				
	DA447.E9 A44	Diary. Now first printed in full from the manuscrip	3641	11/15/96
	E 1.9:B 49	How a bill becomes a law to conserve energy : gr	3642	10/1/96
	E468.5 .B7 1962	Civil War and Reconstruction.	31714001136612	11/12/96
	GV854 .S55	Skiing. Consultant: Cyrus F. Smythe.	31714000648682	9/10/96
	HG1601 .K518 1972	Money and banking <by> Eugene S. Klise.	613	10/9/96
	PS3515.E288 D6 1957	Double star / Robert A. Heinlein.	31714000193424	11/15/96
	QH31.H87 A34	Kindly fruits of the earth : recollections of an emb	555	10/24/96
	QH98 .H9	Treatise on limnology.	1111	9/22/96
	QH98 .H9	Treatise on limnology.	3333	9/22/96
	SK295 .W9	Kodiak bear.	6421	10/30/96
	Z692 .S5 O8 1980	Serial publications : their place and treatment in li	3620	9/3/96

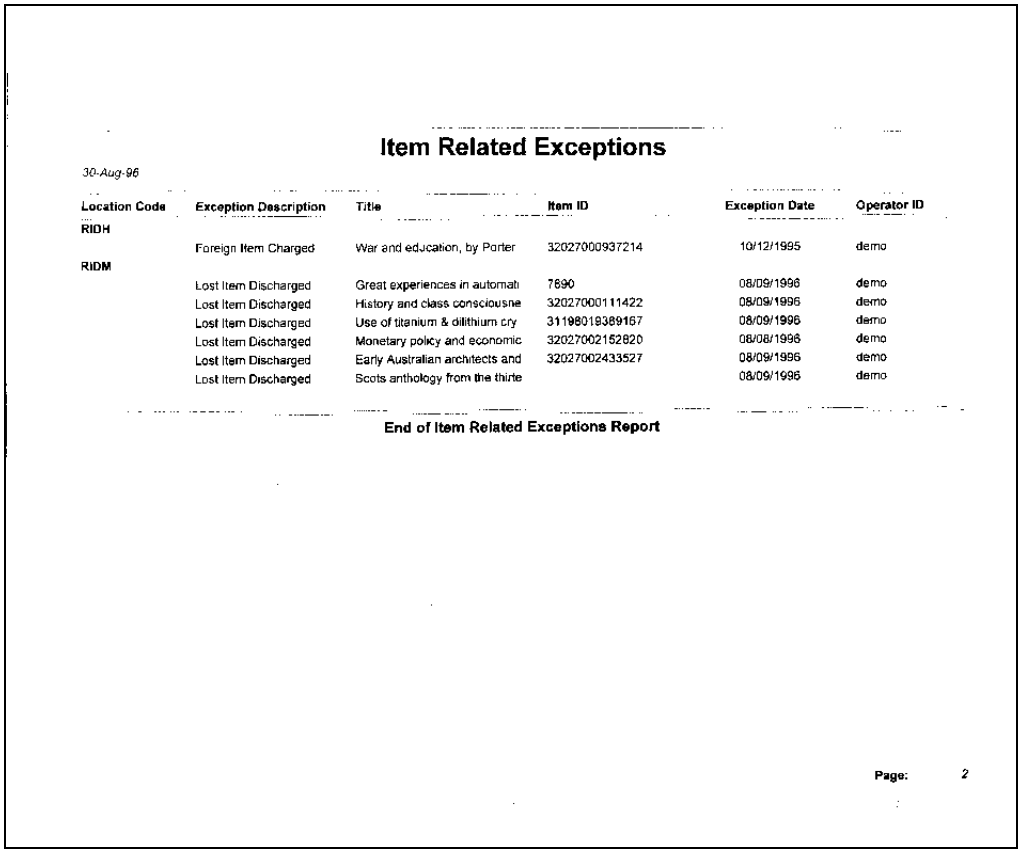
End of Hold Shelf Expired Report

Page: 1

Figure A-39. Hold Shelf Expired Report

Item Related Exceptions Report

Figure A-40 is an example of an item related exceptions report.



Item Related Exceptions

30-Aug-96

Location Code	Exception Description	Title	Item ID	Exception Date	Operator ID
RIDH					
	Foreign Item Charged	War and education, by Porter	32027000937214	10/12/1995	demo
RIDM					
	Lost Item Discharged	Great experiences in automati	7890	08/09/1996	demo
	Lost Item Discharged	History and class consciousne	32027000111422	08/09/1996	demo
	Lost Item Discharged	Use of titanium & dilithium cry	31198018389167	08/09/1996	demo
	Lost Item Discharged	Monetary policy and economic	32027002152820	08/08/1996	demo
	Lost Item Discharged	Early Australian architects and	32027002433527	08/09/1996	demo
	Lost Item Discharged	Scots anthology from the thirte		08/09/1996	demo

End of Item Related Exceptions Report

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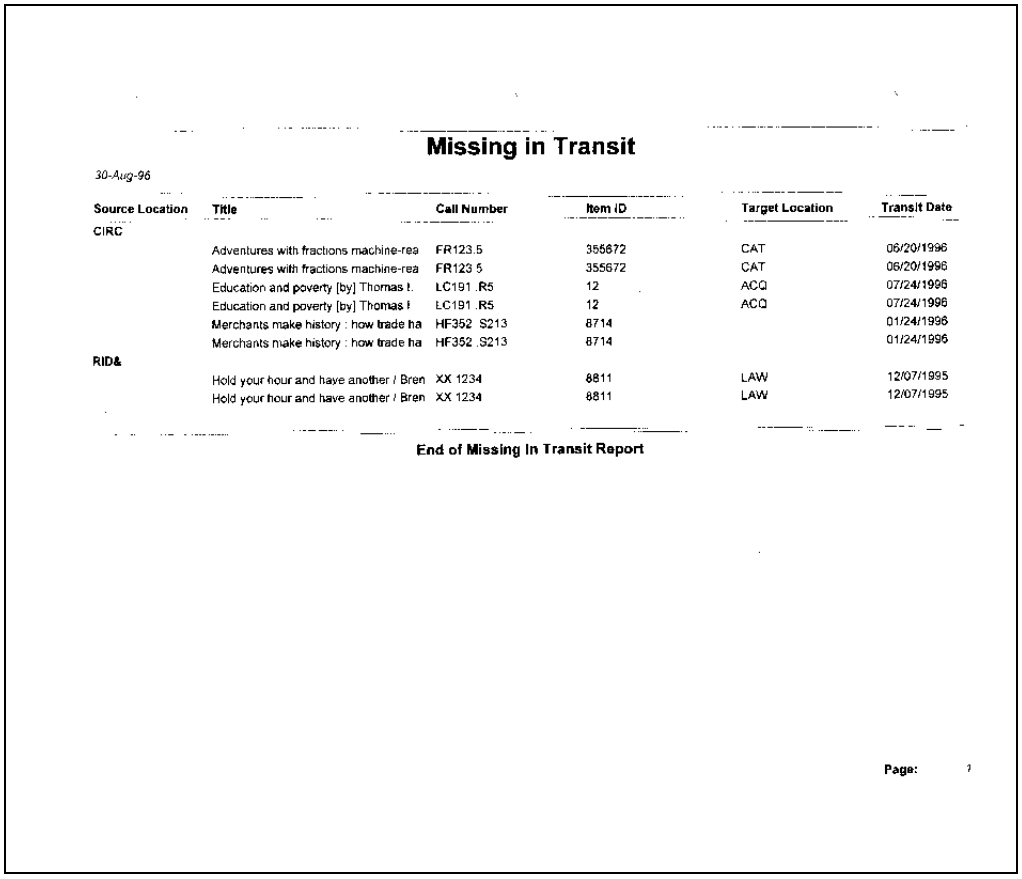
Figure A-40. Item Related Exceptions Report

Missing in Transit

Figure A-41 is an example of a missing in transit report.



Missing in Transit

30-Aug-96

Source Location	Title	Call Number	Item ID	Target Location	Transit Date
CIRC					
	Adventures with fractions machine-rea	FR123.5	355672	CAT	06/20/1996
	Adventures with fractions machine-rea	FR123 5	355672	CAT	06/20/1996
	Education and poverty [by] Thomas E.	LC191 .R5	12	ACQ	07/24/1996
	Education and poverty [by] Thomas E	LC191 .R5	12	ACQ	07/24/1996
	Merchants make history : how trade ha	HF352 .S213	8714		01/24/1996
	Merchants make history : how trade ha	HF352 .S213	8714		01/24/1996
RID&					
	Hold your hour and have another / Bren	XX 1234	8811	LAW	12/07/1995
	Hold your hour and have another / Bren	XX 1234	8811	LAW	12/07/1995

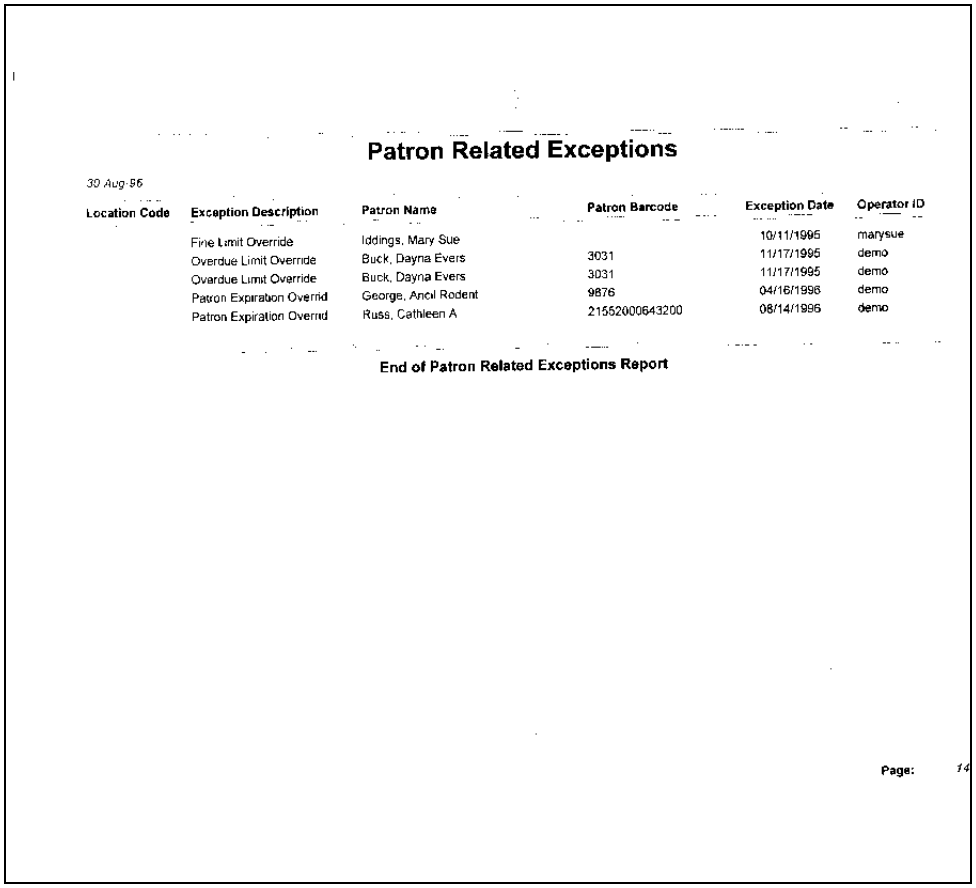
End of Missing In Transit Report

Page: 1

Figure A-41. Missing In Transit Report

Patron Related Exceptions

Figure A-42 is an example of a patron related exceptions report.



Patron Related Exceptions

30 Aug 96

Location Code	Exception Description	Patron Name	Patron Barcode	Exception Date	Operator ID
	Fine Limit Override	Iddings, Mary Sue		10/11/1995	marysue
	Overdue Limit Override	Buck, Dayna Evers	3031	11/17/1995	demo
	Overdue Limit Override	Buck, Dayna Evers	3031	11/17/1995	demo
	Patron Expiration Overrid	George, Ancil Rodent	9876	04/16/1996	demo
	Patron Expiration Overrid	Russ, Cathleen A	21552000643200	08/14/1996	demo

End of Patron Related Exceptions Report

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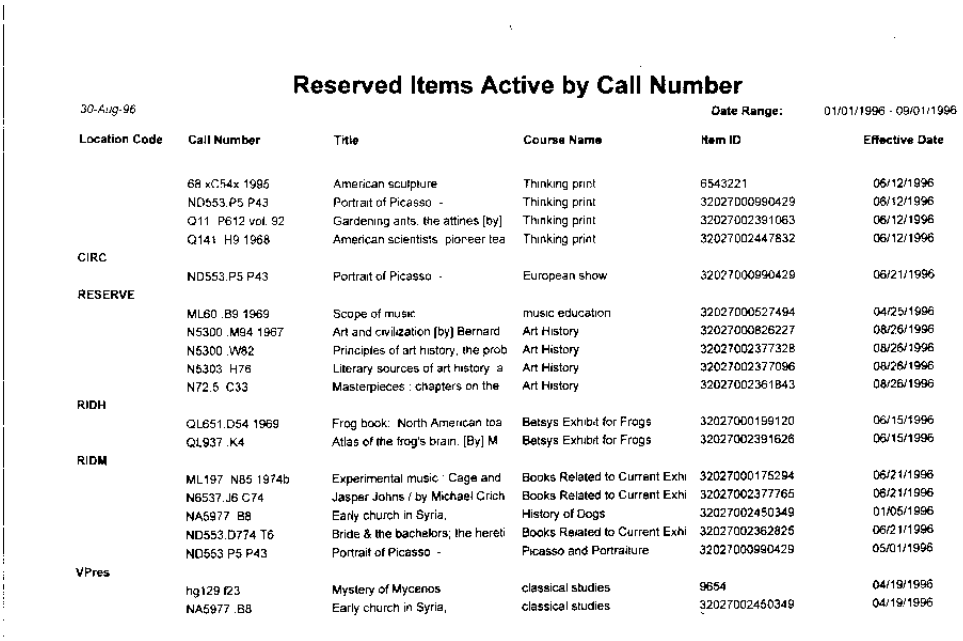
Figure A-42. Patron Related Exceptions

Reserve Items Active by Call Number

Figure A-43 is an example of a reserve items active by call number report.



Reserved Items Active by Call Number

30-Aug-96 — Date Range: 01/01/1996 - 09/01/1996

Location Code	Call Number	Title	Course Name	Item ID	Effective Date
	68 xC54x 1985	American sculpture	Thinking print	6543221	06/12/1996
	ND553.P5 P43	Portrait of Picasso -	Thinking print	32027000990429	06/12/1996
	Q11 P612 vol. 92	Gardening ants. the attines [by]	Thinking print	32027002391063	06/12/1996
	Q141 H9 1968	American scientists pioneer tea	Thinking print	32027002447832	06/12/1996
CIRC					
	ND553.P5 P43	Portrait of Picasso -	European show	32027000990429	06/21/1996
RESERVE					
	ML60 .B9 1969	Scope of music	music education	32027000527494	04/25/1996
	N5300 .M94 1967	Art and civilization [by] Bernard	Art History	32027000826227	08/26/1996
	N5300 .W82	Principles of art history, the prob	Art History	32027002377328	08/26/1996
	N5303 H76	Literary sources of art history a	Art History	32027002377096	08/26/1996
	N72.5 C33	Masterpieces : chapters on the	Art History	32027002361843	08/26/1996
RIDH					
	QL651.D54 1969	Frog book: North American toa	Betsys Exhibit for Frogs	32027000199120	06/15/1996
	QL937 .K4	Atlas of the frog's brain. [By] M	Betsys Exhibit for Frogs	32027002391626	06/15/1996
RIDM					
	ML197 N85 1974b	Experimental music : Cage and	Books Related to Current Exhi	32027000175294	06/21/1996
	N6537.J6 C74	Jasper Johns / by Michael Crich	Books Related to Current Exhi	32027002377765	06/21/1996
	NA5977 B8	Early church in Syria,	History of Dogs	32027002450349	01/05/1996
	ND553.D774 T6	Bride & the bachelors; the hereti	Books Related to Current Exhi	32027002362826	06/21/1996
	ND553 P5 P43	Portrait of Picasso -	Picasso and Portraiture	32027000990429	05/01/1996
VPres					
	hg129 f23	Mystery of Mycenos	classical studies	9654	04/19/1996
	NA5977 .B8	Early church in Syria,	classical studies	32027002450349	04/19/1996

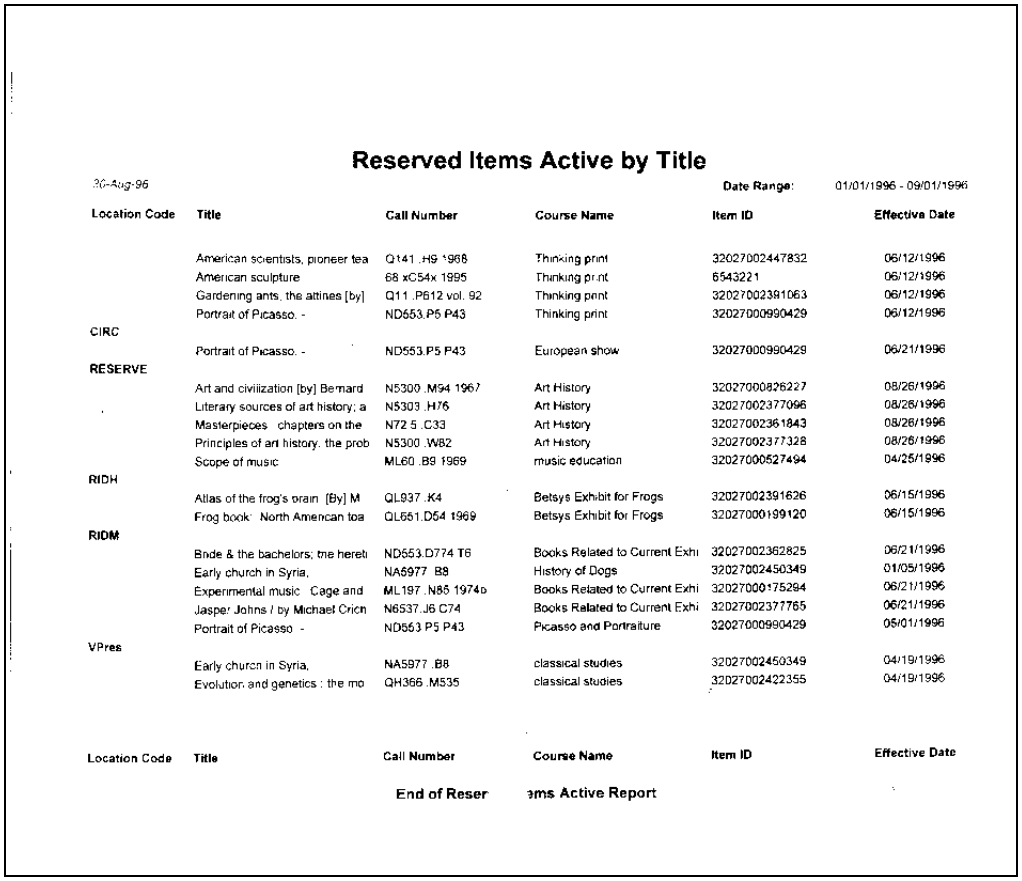
Location Code	Call Number	Title	Course Name	Item ID	Effective Date

End of Reserved Items Active Report

Figure A-43. Reserve Items Active by Call Number

Reserve Items Active by Title

Figure A-44 is an example of a reserve items active by title report.



Reserved Items Active by Title

30-Aug-96 Date Range: 01/01/1996 - 09/01/1996

Location Code	Title	Call Number	Course Name	Item ID	Effective Date
	American scientists, pioneer tea	Q141 .H9 1968	Thinking print	32027002447832	06/12/1996
	American sculpture	68 xC54x 1995	Thinking print	6543221	06/12/1996
	Gardening ants, the attines [by]	Q11 .P612 vol. 92	Thinking print	32027002381063	06/12/1996
	Portrait of Picasso. -	ND553.P5 P43	Thinking print	32027000990429	06/12/1996
CIRC					
	Portrait of Picasso. -	ND553.P5 P43	European show	32027000990429	06/21/1996
RESERVE					
	Art and civilization [by] Bernard	N5300 .M94 1967	Art History	32027000826227	08/26/1996
	Literary sources of art history; a	N5303 .H76	Art History	32027002377096	08/26/1996
	Masterpieces chapters on the	N72.5 .C33	Art History	32027002361843	08/26/1996
	Principles of art history. the prob	N5300 .W82	Art History	32027002377328	08/26/1996
	Scope of music	ML60 .B9 1969	music education	32027000527494	04/25/1996
RIDH					
	Atlas of the frog's brain [By] M	QL937 .K4	Betsys Exhibit for Frogs	32027002391626	06/15/1996
	Frog book : North American toa	QL651.D54 1969	Betsys Exhibit for Frogs	32027000199120	06/15/1996
RIDM					
	Bride & the bachelors; the hereti	ND553.D774 T6	Books Related to Current Exhi	32027002362825	06/21/1996
	Early church in Syria,	NA5977 .B8	History of Dogs	32027002450349	01/05/1996
	Experimental music : Cage and	ML197 .N85 1974b	Books Related to Current Exhi	32027000175294	06/21/1996
	Jasper Johns / by Michael Crich	N6537.J6 C74	Books Related to Current Exhi	32027002377765	06/21/1996
	Portrait of Picasso. -	ND553.P5 P43	Picasso and Portraiture	32027000990429	06/01/1996
VPres					
	Early church in Syria,	NA5977 .B8	classical studies	32027002450349	04/19/1996
	Evolution and genetics : the mo	QH366 .M535	classical studies	32027002422355	04/19/1996

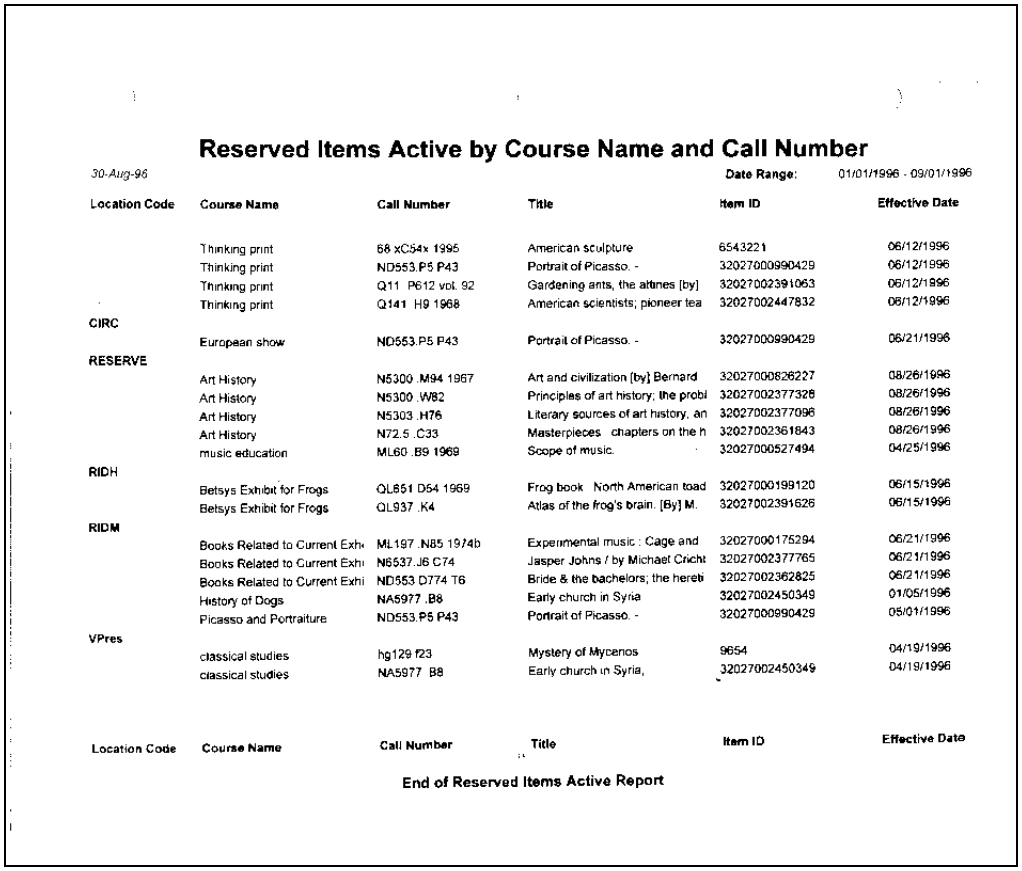
Location Code	Title	Call Number	Course Name	Item ID	Effective Date

End of Reser ems Active Report

Figure A-44. Reserve Items Active by Title

Reserve Items Active by Course Name and Call Number

Figure A-45 is an example of a reserve items active by course name and call number report.



Reserved Items Active by Course Name and Call Number

30-Aug-96 — Date Range: 01/01/1996 - 09/01/1996

Location Code	Course Name	Call Number	Title	Item ID	Effective Date
	Thinking print	68 xC54x 1995	American sculpture	6543221	06/12/1996
	Thinking print	ND553.P5 P43	Portrait of Picasso. -	32027000990429	06/12/1996
	Thinking print	Q11 .P612 vol. 92	Gardening ants, the attines [by]	32027002391063	06/12/1996
	Thinking print	Q141 .H9 1968	American scientists; pioneer tea	32027002447832	06/12/1996
CIRC					
	European show	ND553.P5 P43	Portrait of Picasso. -	32027000990429	06/21/1996
RESERVE					
	Art History	N5300 .M94 1967	Art and civilization [by] Bernard	32027000826227	08/26/1996
	Art History	N5300 .W82	Principles of art history; the probl	32027002377328	08/26/1996
	Art History	N5303 .H76	Literary sources of art history, an	32027002377096	08/26/1996
	Art History	N72.5 .C33	Masterpieces : chapters on the h	32027002361843	08/26/1996
	music education	ML60 .B9 1969	Scope of music.	32027000527494	04/25/1996
RIDH					
	Betsys Exhibit for Frogs	QL651 D54 1969	Frog book : North American toad	32027000199120	06/15/1996
	Betsys Exhibit for Frogs	QL937 .K4	Atlas of the frog's brain. [By] M.	32027002391626	06/15/1996
RIDM					
	Books Related to Current Exhi	ML197 .N85 1974b	Experimental music : Cage and	32027000175294	06/21/1996
	Books Related to Current Exhi	N6537.J6 C74	Jasper Johns / by Michael Crich	32027002377765	06/21/1996
	Books Related to Current Exhi	ND553 D774 T6	Bride & the bachelors; the hereti	32027002362825	06/21/1996
	History of Dogs	NA5977 .B8	Early church in Syria	32027002450349	01/05/1996
	Picasso and Portraiture	ND553.P5 P43	Portrait of Picasso. -	32027000990429	05/01/1996
VPres					
	classical studies	hg129 f23	Mystery of Mycenos	9654	04/19/1996
	classical studies	NA5977 .B8	Early church in Syria,	32027002450349	04/19/1996

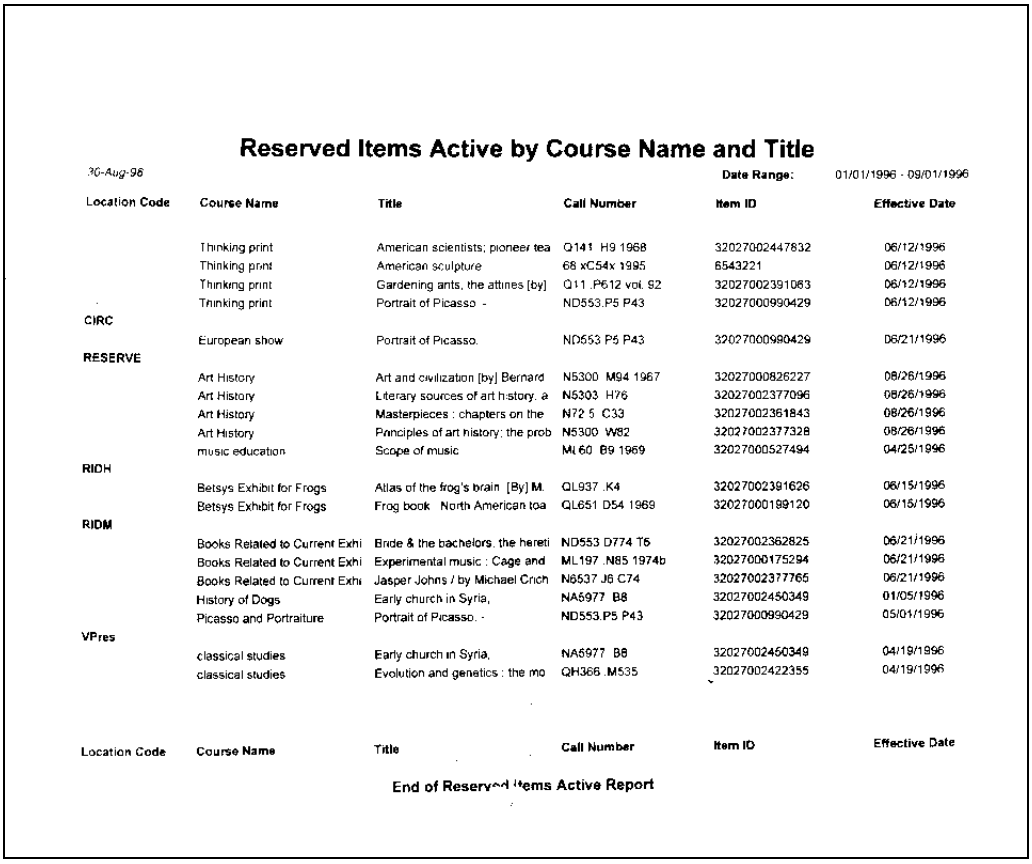
Location Code	Course Name	Call Number	Title	Item ID	Effective Date

End of Reserved Items Active Report

Figure A-45. Reserve Items Active by Course Name and Call Number

Reserve Items Active by Course Name and Title

Figure A-46 is an example of a reserve items active by course name and title report.



Reserved Items Active by Course Name and Title

30-Aug-96 — Date Range: 01/01/1996 - 09/01/1996

Location Code	Course Name	Title	Call Number	Item ID	Effective Date
	Thinking print	American scientists; pioneer tea	Q141 .H9 1968	32027002447832	06/12/1996
	Thinking print	American sculpture	68 xC54x 1995	6543221	06/12/1996
	Thinking print	Gardening ants, the attines [by]	Q11 .P612 vol. 92	32027002391063	06/12/1996
	Thinking print	Portrait of Picasso -	ND553.P5 P43	32027000990429	06/12/1996
CIRC					
	European show	Portrait of Picasso.	ND553 P5 P43	32027000990429	06/21/1996
RESERVE					
	Art History	Art and civilization [by] Bernard	N5300 .M94 1967	32027000826227	08/26/1996
	Art History	Literary sources of art history. a	N5303 .H76	32027002377096	08/26/1996
	Art History	Masterpieces : chapters on the	N72.5 .C33	32027002361843	08/26/1996
	Art History	Principles of art history: the prob	N5300 .W82	32027002377328	08/26/1996
	music education	Scope of music	ML60 .B9 1969	32027000527494	04/25/1996
RIDH					
	Betsys Exhibit for Frogs	Atlas of the frog's brain [By] M.	QL937 .K4	32027002391626	06/15/1996
	Betsys Exhibit for Frogs	Frog book : North American toa	QL651 .D54 1969	32027000199120	06/15/1996
RIDM					
	Books Related to Current Exhi	Bride & the bachelors, the hereti	ND553 .D774 T6	32027002362825	06/21/1996
	Books Related to Current Exhi	Experimental music : Cage and	ML197 .N85 1974b	32027000175294	06/21/1996
	Books Related to Current Exhi	Jasper Johns / by Michael Crich	N6537.J6 C74	32027002377765	06/21/1996
	History of Dogs	Early church in Syria,	NA6977 .B8	32027002450349	01/05/1996
	Picasso and Portraiture	Portrait of Picasso. -	ND553.P5 P43	32027000990429	05/01/1996
VPres					
	classical studies	Early church in Syria,	NA6977 .B8	32027002450349	04/19/1996
	classical studies	Evolution and genetics : the mo	QH366 .M535	32027002422355	04/19/1996

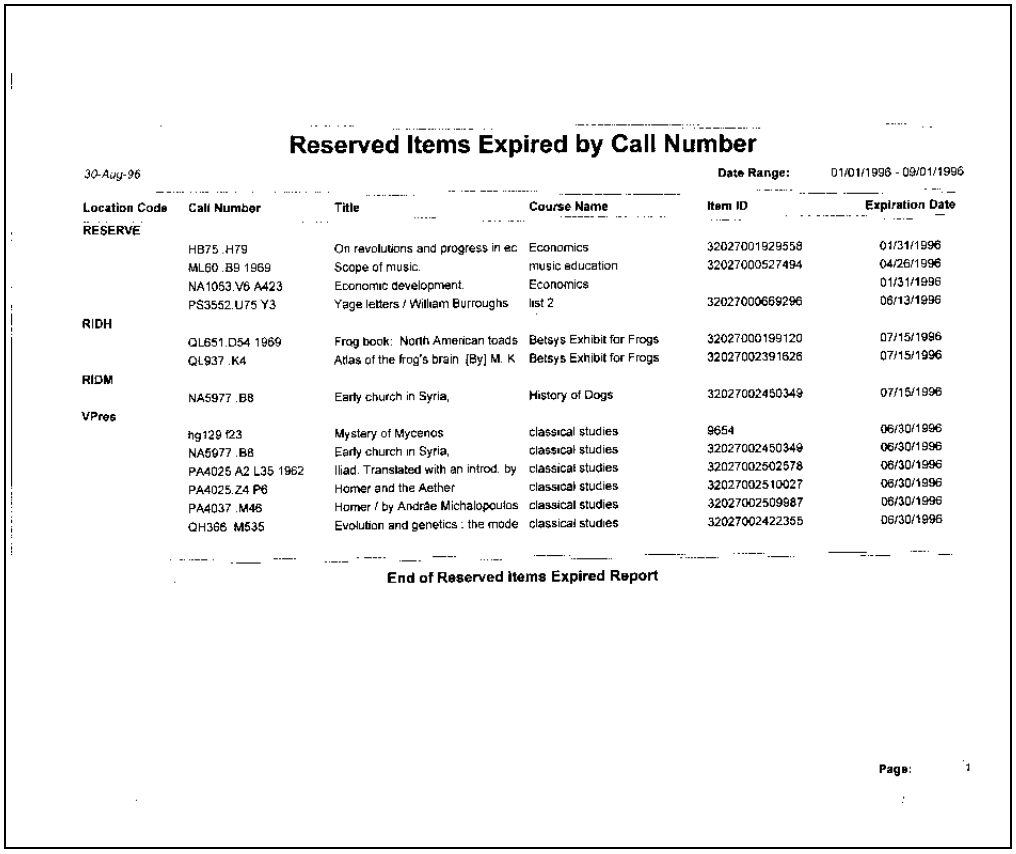
Location Code	Course Name	Title	Call Number	Item ID	Effective Date

End of Reserved Items Active Report

Figure A-46. Reserve Items Active by Course Name and Title

Reserve Items Expired by Call Number

Figure A-47 is an example of a reserve items expired by call number report.



Reserved Items Expired by Call Number

30-Aug-96 — Date Range: 01/01/1996 - 09/01/1996

Location Code	Call Number	Title	Course Name	Item ID	Expiration Date
RESERVE					
	HB75 .H79	On revolutions and progress in ec	Economics	32027001929558	01/31/1996
	ML60 .B9 1969	Scope of music.	music education	32027000527494	04/26/1996
	NA1053.V6 A423	Economic development.	Economics		01/31/1996
	PS3552.U75 Y3	Yage letters / William Burroughs	list 2	32027000669296	06/13/1996
RIDH					
	QL651.D54 1969	Frog book: North American toads	Betsys Exhibit for Frogs	32027000199120	07/15/1996
	QL937 .K4	Atlas of the frog's brain [By] M. K	Betsys Exhibit for Frogs	32027002391626	07/15/1996
RIDM					
	NA5977 .B8	Early church in Syria,	History of Dogs	32027002450349	07/15/1996
VPres					
	hg129 f23	Mystery of Mycenos	classical studies	9654	06/30/1996
	NA5977 .B8	Early church in Syria,	classical studies	32027002450349	06/30/1996
	PA4025 A2 L35 1962	Iliad. Translated with an introd. by	classical studies	32027002502578	06/30/1996
	PA4025.Z4 P6	Homer and the Aether	classical studies	32027002510027	06/30/1996
	PA4037 .M46	Homer / by Andrâe Michalopoulos	classical studies	32027002509987	06/30/1996
	QH366 .M535	Evolution and genetics : the mode	classical studies	32027002422355	06/30/1996

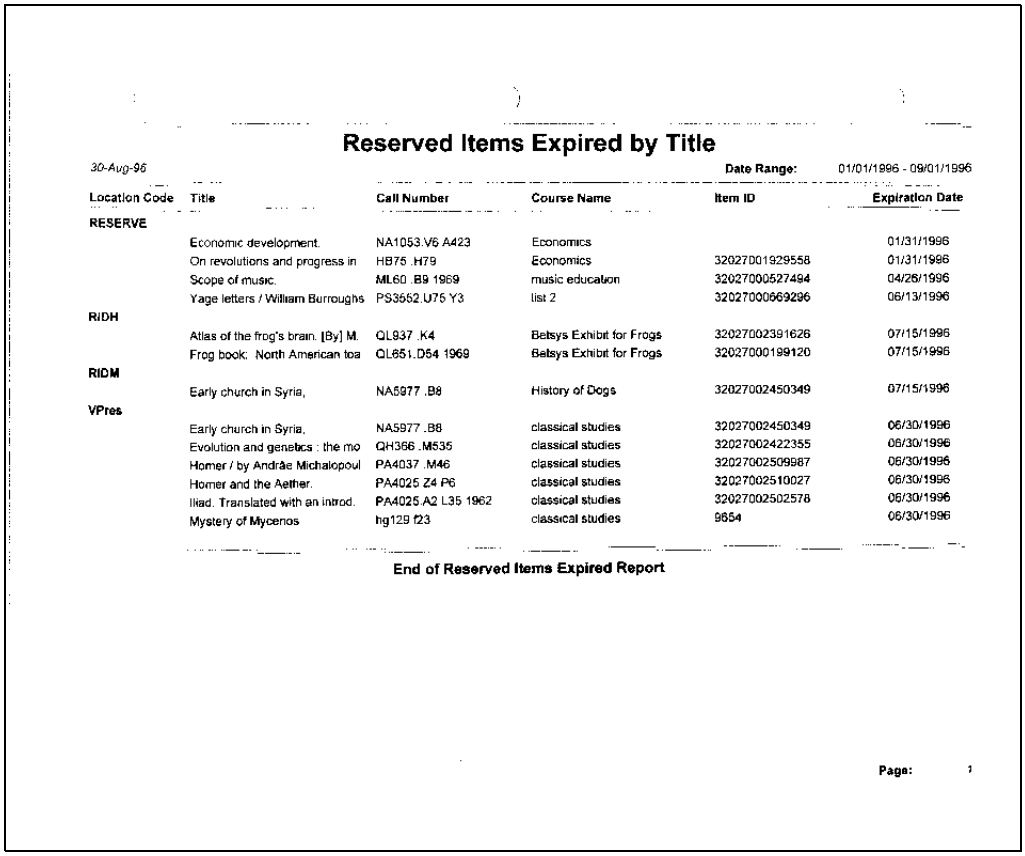
End of Reserved Items Expired Report

Page: 1

Figure A-47. Reserve Items Expired by Call Number

Reserve Items Expired by Title

Figure A-48 is an example of a reserve items expired by title report.



Reserved Items Expired by Title

30-Aug-96 — Date Range: 01/01/1996 - 09/01/1996

Location Code	Title	Call Number	Course Name	Item ID	Expiration Date
RESERVE					
	Economic development.	NA1053.V6 A423	Economics		01/31/1996
	On revolutions and progress in	HB75 .H79	Economics	32027001929558	01/31/1996
	Scope of music.	ML60 .B9 1969	music education	32027000527494	04/26/1996
	Yage letters / William Burroughs	PS3552.U75 Y3	list 2	32027000669296	06/13/1996
RIDH					
	Atlas of the frog's brain. [By] M.	QL937 .K4	Belsys Exhibit for Frogs	32027002391626	07/15/1996
	Frog book: North American toa	QL651.D54 1969	Belsys Exhibit for Frogs	32027000199120	07/15/1996
RIDM					
	Early church in Syria,	NA5977 .B8	History of Dogs	32027002450349	07/15/1996
VPres					
	Early church in Syria,	NA5977 .B8	classical studies	32027002450349	06/30/1996
	Evolution and genetics : the mo	QH366 .M535	classical studies	32027002422355	06/30/1996
	Homer / by Andrâe Michalopoul	PA4037 .M46	classical studies	32027002509987	06/30/1996
	Homer and the Aether.	PA4025 Z4 P6	classical studies	32027002510027	06/30/1996
	Iliad. Translated with an introd.	PA4025.A2 L35 1962	classical studies	32027002502578	06/30/1996
	Mystery of Mycenos	hg129 f23	classical studies	9654	06/30/1996

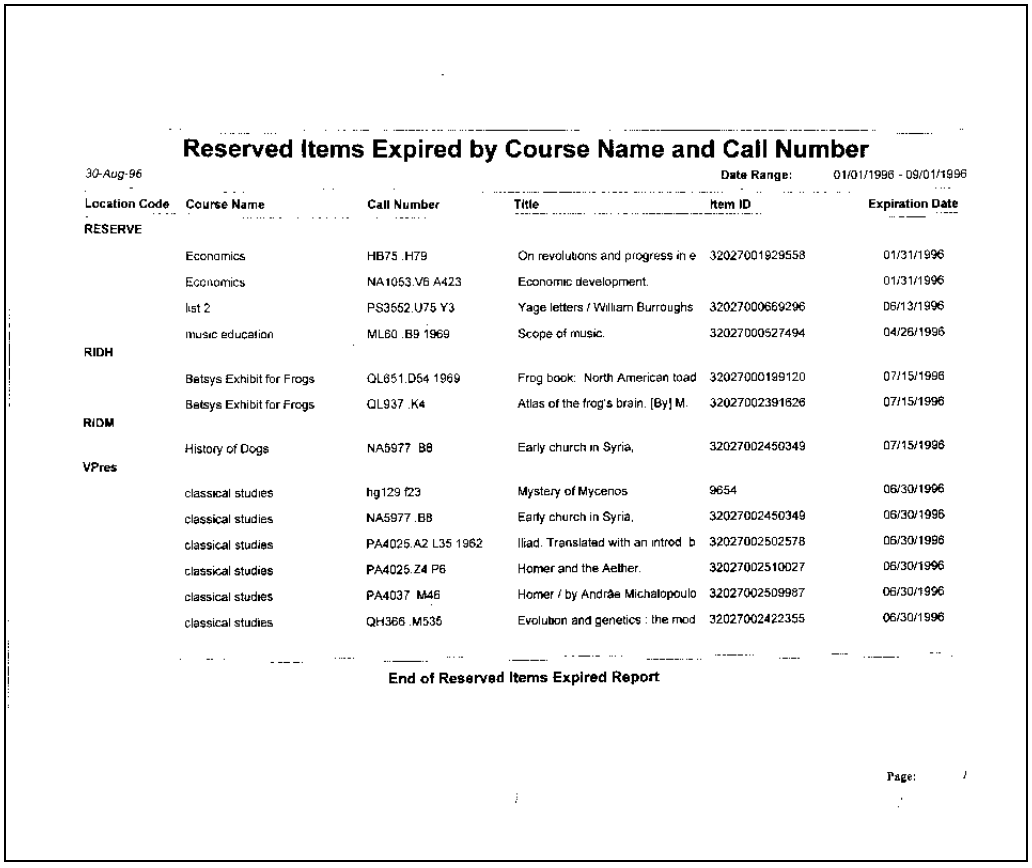
End of Reserved Items Expired Report

Page: 1

Figure A-48. Reserve Items Expired by Title

Reserve Items Expired by Course Name and Call Number

Figure A-49 is an example of a reserve items expired by course name and call number report.



Reserved Items Expired by Course Name and Call Number

30-Aug-96 Date Range: 01/01/1996 - 09/01/1996

Location Code	Course Name	Call Number	Title	Item ID	Expiration Date
RESERVE					
	Economics	HB75 .H79	On revolutions and progress in e	32027001929558	01/31/1996
	Economics	NA1053.V6 A423	Economic development.		01/31/1996
	list 2	PS3552.U75 Y3	Yage letters / William Burroughs	32027000659296	06/13/1996
	music education	ML60 .B9 1969	Scope of music.	32027000527494	04/26/1996
RIDH					
	Batsys Exhibit for Frogs	QL651.D54 1969	Frog book: North American toad	32027000199120	07/15/1996
	Batsys Exhibit for Frogs	QL937 .K4	Atlas of the frog's brain. [By] M.	32027002391626	07/15/1996
RIDM					
	History of Dogs	NA5977 .B8	Early church in Syria,	32027002450349	07/15/1996
VPres					
	classical studies	hg129 f23	Mystery of Mycenos	9654	06/30/1996
	classical studies	NA5977 .B8	Early church in Syria,	32027002450349	06/30/1996
	classical studies	PA4025.A2 L35 1962	Iliad. Translated with an introd b	32027002502578	06/30/1996
	classical studies	PA4025.Z4 P6	Homer and the Aether.	32027002510027	06/30/1996
	classical studies	PA4037 .M46	Homer / by Andrâe Michalopoulo	32027002509987	06/30/1996
	classical studies	QH366 .M535	Evolution and genetics : the mod	32027002422355	06/30/1996

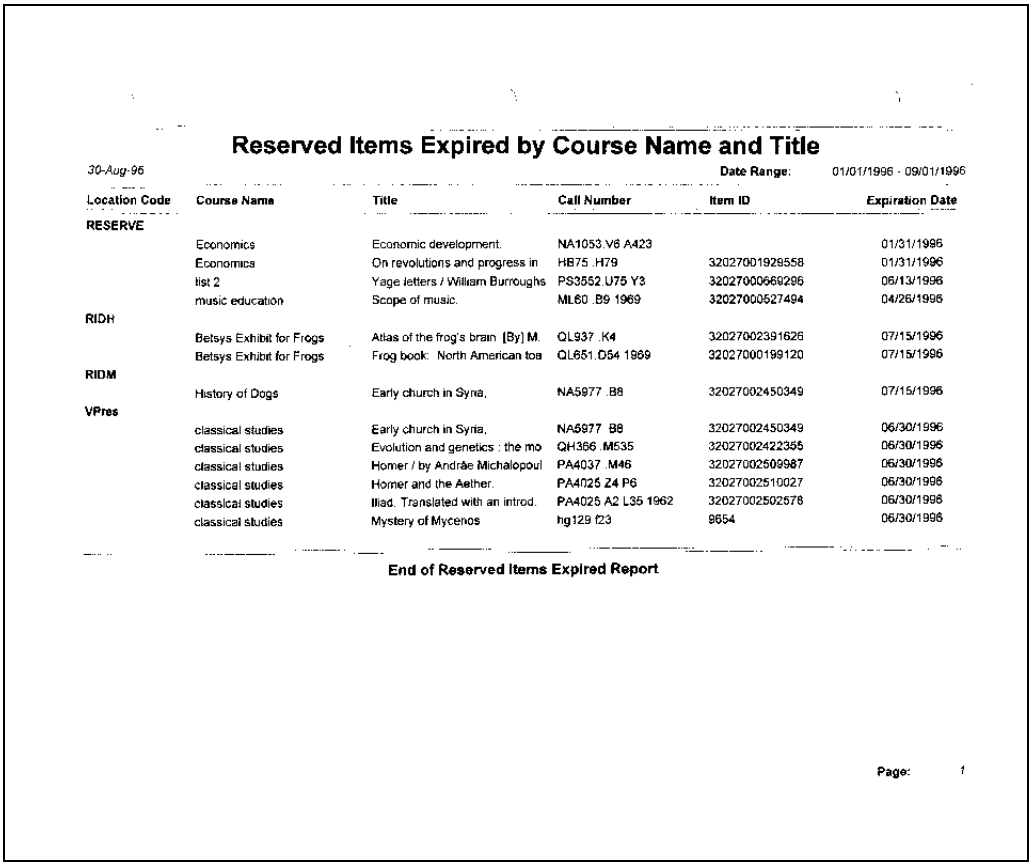
End of Reserved Items Expired Report

Page: 1

Figure A-49. Reserve Items Expired by Course Name and Call Number

Reserve Items Expired by Course Name and Title

Figure A-50 is an example of a reserve items expired by course name and title report.



Reserved Items Expired by Course Name and Title

30-Aug-96 — Date Range: 01/01/1996 - 09/01/1996

Location Code	Course Name	Title	Call Number	Item ID	Expiration Date
RESERVE					
	Economics	Economic development.	NA1053 .V6 A423		01/31/1996
	Economics	On revolutions and progress in	HB75 .H79	32027001929558	01/31/1996
	list 2	Yage letters / William Burroughs	PS3552.U75 Y3	32027000669296	06/13/1996
	music education	Scope of music.	ML60 .B9 1969	32027000527494	04/26/1996
RIDH					
	Betsys Exhibit for Frogs	Atlas of the frog's brain [By] M.	QL937 .K4	32027002391626	07/15/1996
	Betsys Exhibit for Frogs	Frog book: North American toa	QL651.D54 1969	32027000199120	07/15/1996
RIDM					
	History of Dogs	Early church in Syria,	NA5977 .B8	32027002450349	07/15/1996
VPres					
	classical studies	Early church in Syria,	NA5977 .B8	32027002450349	06/30/1996
	classical studies	Evolution and genetics : the mo	QH366 .M535	32027002422355	06/30/1996
	classical studies	Homer / by Andrâe Michalopoul	PA4037 .M46	32027002509987	06/30/1996
	classical studies	Homer and the Aether.	PA4025 Z4 P6	32027002510027	06/30/1996
	classical studies	Iliad. Translated with an introd.	PA4025 A2 L35 1962	32027002502578	06/30/1996
	classical studies	Mystery of Mycenos	hg129 f23	9654	06/30/1996

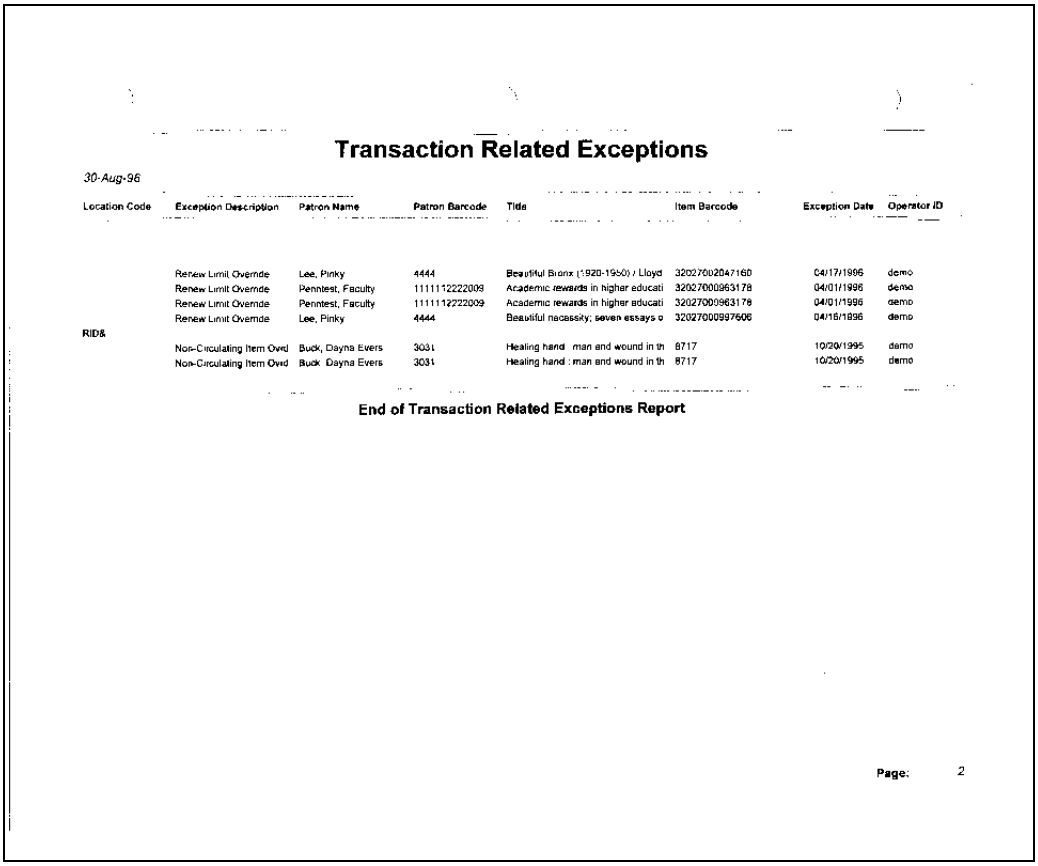
End of Reserved Items Expired Report

Page: 1

Figure A-50. Reserve Items Expired by Course Name and Title

Transaction Related Exceptions

Figure A-51 is an example of a transaction related exceptions report.



Transaction Related Exceptions

30-Aug-96

Location Code	Exception Description	Patron Name	Patron Barcode	Title	Item Barcode	Exception Date	Operator ID
	Renew Limit Override	Lee, Pinky	4444	Beautiful Bronx (1920-1950) / Lloyd	32027002047160	04/17/1996	demo
	Renew Limit Override	Penntest, Faculty	1111112222009	Academic rewards in higher educati	32027000963178	04/01/1996	demo
	Renew Limit Override	Penntest, Faculty	1111112222009	Academic rewards in higher educati	32027000963178	04/01/1996	demo
	Renew Limit Override	Lee, Pinky	4444	Beautiful necessity: seven essays o	32027000997606	04/16/1996	demo
RID&							
	Non-Circulating Item Ovrd	Buck, Dayna Evers	3031	Healing hand : man and wound in th	8717	10/20/1995	demo
	Non-Circulating Item Ovrd	Buck, Dayna Evers	3031	Healing hand : man and wound in th	8717	10/20/1995	demo

End of Transaction Related Exceptions Report

Page: 2

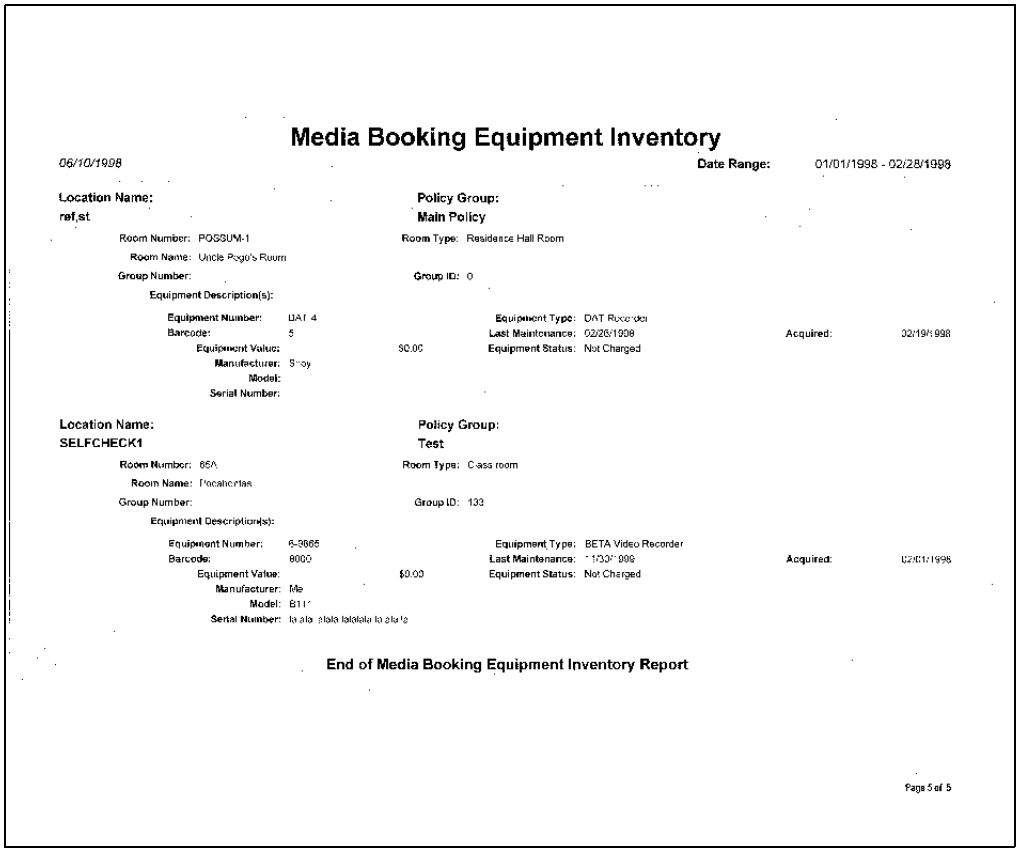
Figure A-51. Transaction Related Exceptions

Media Booking Reports

This section provides examples of the media booking reports.

Media Booking Equipment Inventory

Figure A-52 is an example of a media booking equipment inventory report.



Media Booking Equipment Inventory

06/10/1998 Date Range: 01/01/1998 - 02/28/1998

Location Name: ref,st
Policy Group: Main Policy
Room Number: POSSUM-1
Room Type: Residence Hall Room
Room Name: Uncle Pogo's Room
Group Number:
Group ID: 0
Equipment Description(s):
Equipment Number: DAT 4
Equipment Type: DAT Recorder
Barcode: 5
Last Maintenance: 02/26/1998
Acquired: 02/19/1998
Equipment Value: 90.00
Equipment Status: Not Charged
Manufacturer: Sony
Model:
Serial Number:

Location Name: SELFCHECK1
Policy Group: Test
Room Number: 65A
Room Type: Class room
Room Name: Pocahontas
Group Number:
Group ID: 133
Equipment Description(s):
Equipment Number: 6-9665
Equipment Type: BETA Video Recorder
Barcode: 9000
Last Maintenance: 11/30/1996
Acquired: 02/01/1998
Equipment Value: $0.00
Equipment Status: Not Charged
Manufacturer: Me
Model: B11
Serial Number: la ala alala lalalala la ala la

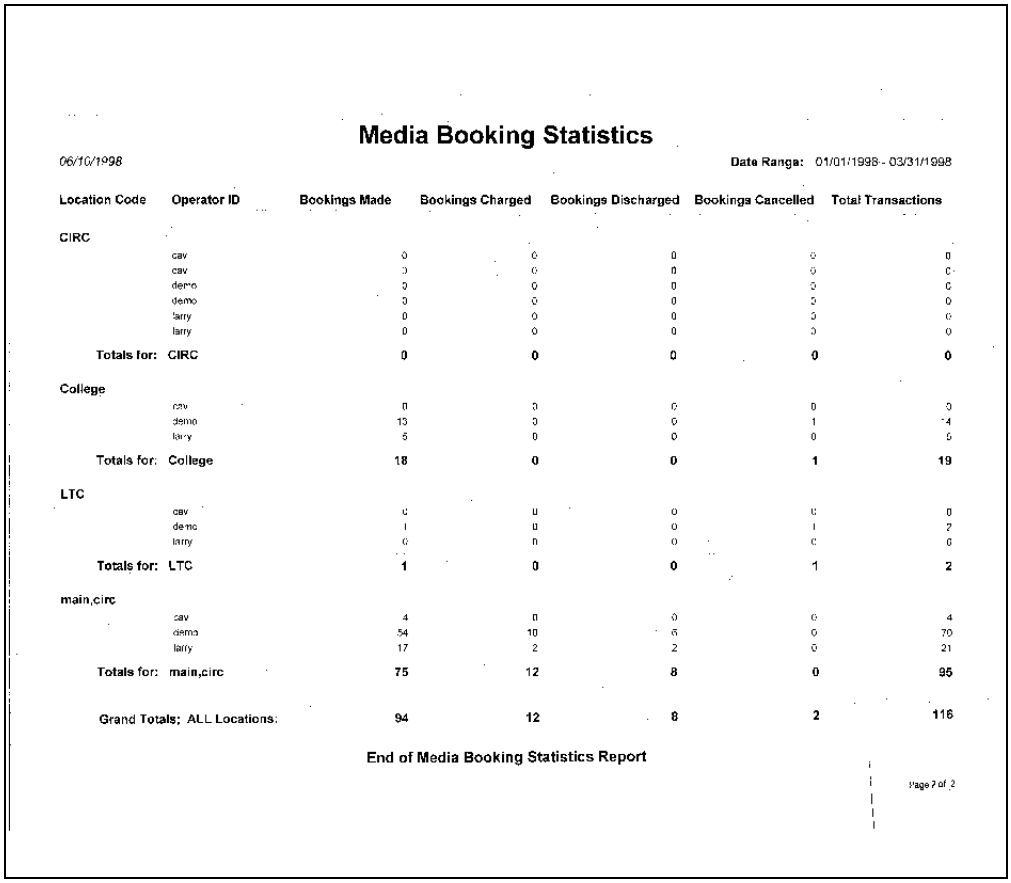
End of Media Booking Equipment Inventory Report

Page 5 of 5

Figure A-52. Media Booking Equipment Inventory

Media Booking Statistics

Figure A-53 is an example of a media booking statistics report.



Media Booking Statistics

06/10/1998 — Date Range: 01/01/1998 - 03/31/1998

Location Code	Operator ID	Bookings Made	Bookings Charged	Bookings Discharged	Bookings Cancelled	Total Transactions
CIRC						
	cav	0	0	0	0	0
	cav	0	0	0	0	0
	demo	0	0	0	0	0
	demo	0	0	0	0	0
	larry	0	0	0	0	0
	larry	0	0	0	0	0
Totals for:	CIRC	0	0	0	0	0
College						
	cav	0	0	0	0	0
	demo	13	0	0	1	14
	larry	5	0	0	0	5
Totals for:	College	18	0	0	1	19
LTC						
	cav	0	0	0	0	0
	demo	1	0	0	1	2
	larry	0	0	0	0	0
Totals for:	LTC	1	0	0	1	2
main,circ						
	cav	4	0	0	0	4
	demo	54	10	6	0	70
	larry	17	2	2	0	21
Totals for:	main,circ	75	12	8	0	95
Grand Totals:	ALL Locations:	94	12	8	2	116

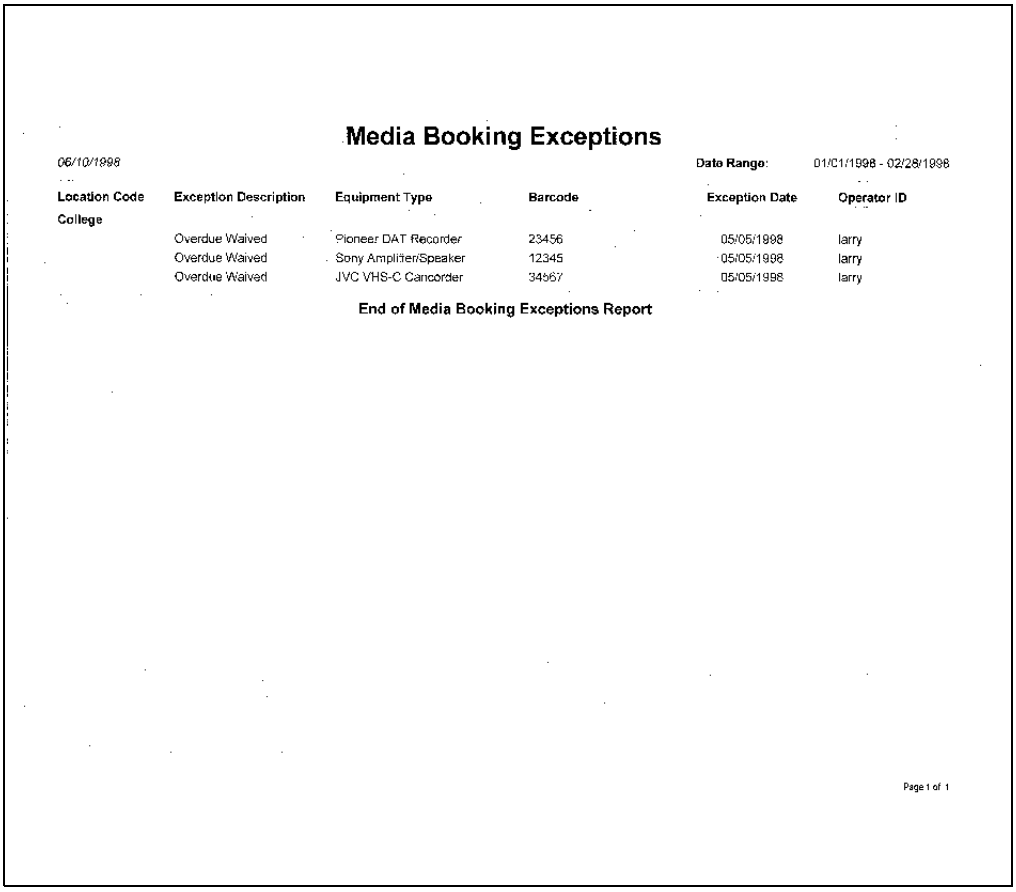
End of Media Booking Statistics Report

Page 2 of 2

Figure A-53. Media Booking Statistics

Media Booking Exceptions

Figure A-54 is an example of a media booking exceptions report.



Media Booking Exceptions

06/10/1998 Date Range: 01/01/1998 - 02/28/1998

Location Code	Exception Description	Equipment Type	Barcode	Exception Date	Operator ID
College					
	Overdue Waived	Pioneer DAT Recorder	23456	05/05/1998	larry
	Overdue Waived	Sony Amplifier/Speaker	12345	05/05/1998	larry
	Overdue Waived	JVC VHS-C Camcorder	34567	05/05/1998	larry

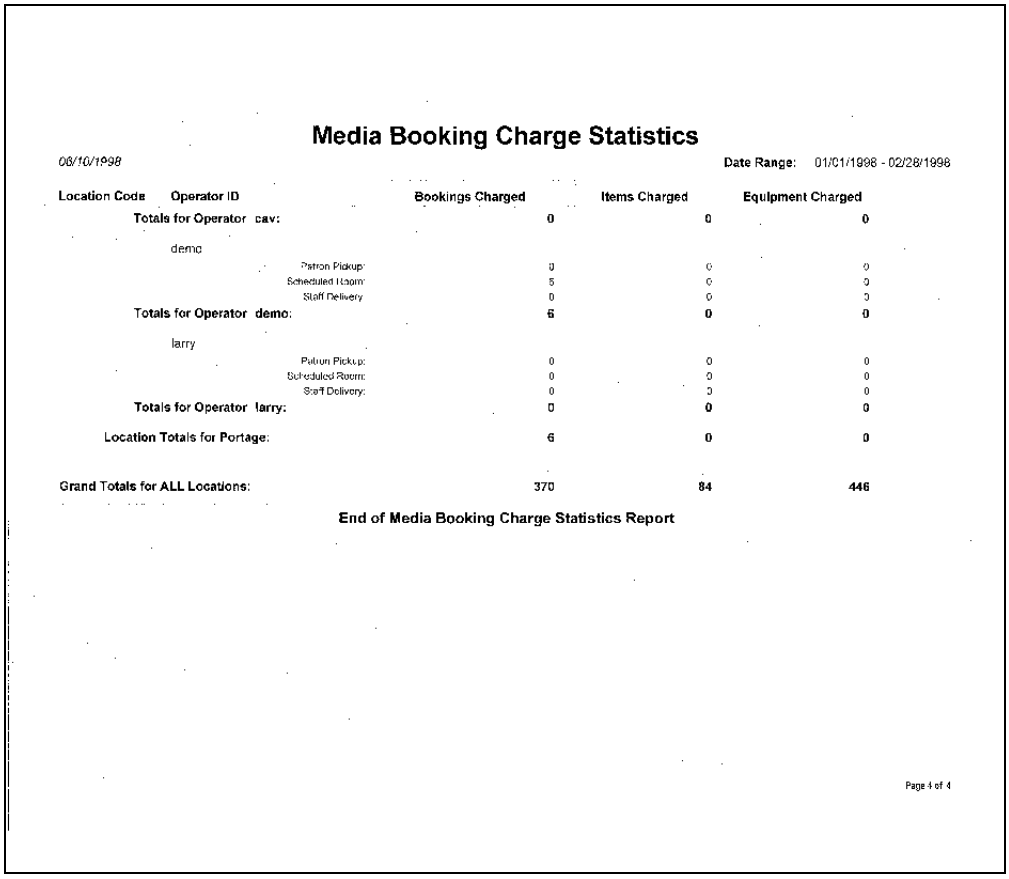
End of Media Booking Exceptions Report

Page 1 of 1

Figure A-54. Media Booking Exceptions

Media Booking Charge Statistics

Figure A-55 is an example of a media booking charge statistics report.



Media Booking Charge Statistics

08/10/1998 Date Range: 01/01/1998 - 02/28/1998

Location Code	Operator ID		Bookings Charged	Items Charged	Equipment Charged
	Totals for Operator cav:		**0**	**0**	**0**
	demo				
		Patron Pickup:	0	0	0
		Scheduled Room:	5	0	0
		Staff Delivery:	0	0	0
	Totals for Operator demo:		**5**	**0**	**0**
	larry				
		Patron Pickup:	0	0	0
		Scheduled Room:	0	0	0
		Staff Delivery:	0	0	0
	Totals for Operator larry:		**0**	**0**	**0**
	Location Totals for Portage:		**6**	**0**	**0**
Grand Totals for ALL Locations:			370	84	446

End of Media Booking Charge Statistics Report

Page 4 of 4

Figure A-55. Media Booking Charge Statistics

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